HKEX
香港交易所

**HKEX Issuer Access Platform (HKEX IAP)**

# User Guide

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***NOTE***

*This user guide has been published to help prospective users become familiar with the features of the HKEX IAP system and will be updated periodically. Prospective users are advised to refer to the latest release before using the system.*

***DISCLAIMER***

# 1. Introduction

This user guide provides introductory information about the **HKEX Issuer Access Platform (HKEX IAP)** system and detailed instructions for using the HKEX IAP.

## 1.1 What is the HKEX IAP?

### 1 What is HKEX IAP and its purpose?

HKEX IAP is a secure and web-based platform for listed issuers to make public filings, case submissions, and have two-way communication with HKEX. It will replace current email correspondence and e-Form submissions. The platform is designed to promote listed issuers' self-compliance with embedded tools, and to capture and streamline issuers' corporate information and data for better market transparency and efficiency.

### 2 What functions does HKEX IAP cover?

Currently, HKEX IAP enables listed issuers and their designated users to:

(1) make case related submissions (such as issuer enquiries, waiver applications, pre-vetting documents, size tests, listing applications, trading arrangements, and trading halt/resumption requests), and receive and respond to HKEX's enquiries and comments;

(2) update its corporate events, positions and other information, including board/ shareholders meetings, blackout periods, share capital movements, distribution of dividends, changes of board members and committees, senior management, company secretary, auditor, share registrar and its address, principal place of business and corporate website, etc.; and

(3) file all information required by the existing e-Forms. No separate e-Forms will need to be submitted by the issuers.

In general, users can make and approve the following types of submissions in the HKEX IAP:

| | Submission type |
|---|---|
| Corporate events | Blackout period |
| | Board meeting |
| | Dividend |
| | Shareholder meeting |
| | Trading arrangement |
| Corporate and personnel changes | Corporate information changes |
| | Corporate positions and committees changes |
| Share capital | Share capital change (Next Day Disclosure Return, NDDR) |
| | Share capital change and confirmation (Monthly Return, MR) |
| Cases | Case submission |

| | Submission type |
|---|---|
| Submission to HKEX | Submission to HKEX (non-case, trading halt/suspension/resumption request, etc.) |

### 3 Who are the targeted users of HKEX IAP and how should they get started?

Listed issuers' authorised representatives, relevant staff, professional advisers, financial printers and any other market participants designated by the listed issuers are expected to use HKEX IAP.

### 4 Will HKEX IAP replace ESS?

No, but ESS will no longer support submission of e-Forms (see also Q2 above).
HKEX IAP will be the primary portal for listed issuers and their advisers for Rule compliance related matters, and is complementary with ESS. HKEX IAP will provide direct connection to ESS for publication of announcements and circulars (such as for notifiable and/or connected transactions).

### 5 Will HKEX make any Rule amendments in light of the launch of HKEX IAP?

The launch of HKEX IAP is covered by the Exchange's authority to set up electronic submission channels under MB Rule 2.07(3A) / GEM Rule 2.21, and no major Rule amendments are necessary. That said, we will make housekeeping Rule amendments to streamline the listing application process through HKEX IAP.

## 1.2 Why do we need the HKEX IAP?

With the growing volume and complexity of regulatory environment, Listing Division of HKEX, as a frontline regulator and under the Listing Rules, requires listed issuers and applicants for listing to submit a wide range of documents to facilitate the oversight. Through the years, Listing Division receives these submissions through a variety of means including emails, e-forms and hard copies, which brought along a number of pain points that are constantly challenging our current operating environment, for example:

- Scattered channels of communication;
- Manual checking of technical compliance due to unstructured data;
- Scattered data on HKEX website with third-party reliance; and
- Costs to maintain issuers' data and prepare external reports.

In such a situation, the HKEX IAP serves as a more integrated communication system to address these problems. HKEX IAP can foster the communication between users and the Listing Division of HKEX by:

- Streamlined submission flow;
- Reduced compliance cost with assistance of compliance tools;
- Higher security level than email submission; and
- Supporting online data capture and providing one-stop issuer data display to promote market transparency.

## 1.3 Relationship between HKEX IAP, EDS, ESS, and the revamped Exchange website

### 1.3.1 Relationship between HKEX IAP and ESS

Electronic Disclosure System ("EDS") is the sole and mandatory channel for listed issuers to disseminate issuer information to the public so that all investors and the public will have simultaneous access to the same information.

Electronic Submission System ("ESS") is a sub-system under EDS, which provides listed issuers with an electronic platform to submit issuer information (e.g. Announcements & Notices, Circular and Financial Statements) for dissemination to the public. It also supports making regulatory filings to the Listing Division.

HKEX IAP is a system parallel to ESS, providing part of the publication related submission functions of ESS. After the launch of HKEX IAP, these submission functions of ESS will be transferred to HKEX IAP and no longer available in ESS.

Generally, HKEX IAP will be the primary portal for listed issuers and their advisers for Rule compliance related matters, and is complementary with ESS. HKEX IAP will provide direct connection to ESS for publication of announcements and circulars (such as for notifiable and/or connected cases).

### 1.3.2 Relationship between HKEX IAP and the revamped Exchange website

The Public Issuer Information Database (the revamped Exchange website) is set to provide a centralized, structured, and timely display of listed issuers' information (e.g. issuer's standing information, directors, share capital, financial information), enabling the investing public to easier access and enhancing transparency and efficiency of the equity market. This contrasts with the current dissemination of using announcements in PDF format, which provide a snap-shot view of listed issuers' information only.

Listing expects that the new database will bring the following benefits:

- Centralise listed issuer's information - The revamped Exchange website will consolidate various existing fragmented display sources of issuer information on HKEX's website into a single place.
- Enhance accessibility - The revamped Exchange website will provide entity view of issuer-specific information and database view of issuers' and directors' information. The new database will enable advanced search and filtering capabilities with download function, subject to certain adjustable parameters at HKEX's discretion.
- Seamless and automated dissemination - The revamped Exchange website will implement automated processes for dissemination of issuer information, with an aim to minimize manual inputs and related errors and also timely and consistent information dissemination.

## 1.4 Operating hours of HKEX IAP

The operating hours of HKEX IAP are the same as those of ESS.

The operational hours of ESS on a business day will be between 6.00 a.m. and 11.00 p.m. On a non-business day immediately preceding a business day, ESS will be available between 6.00 p.m. and 8.00

p.m. In order to enable HKEX to perform system maintenance work, login to ESS is prohibited other than its operational hours.

A submission for publication can be made whenever ESS is operational. However, the Listing Rules prohibit the publication of Announcements and Notices (certain headline categories with exception) outside designated publication windows

## 1.5 Prerequisite to use HKEX IAP

You can access HKEX IAP through mobile phones, tablets and desktop.

For the best experience, we recommend that you use the browser version below.

| Browser | Supported Version |
|---|---|
| Microsoft Edge | 135 or above |
| Google Chrome | 135 or above |
| Safari | 17 or above |

# 2. Getting started

## 2.1 Onboarding

The onboarding procedure for a company consists of 3 steps:

1. Company registration: this is the first process you must complete before any user in your company can use the functions on HKEX IAP. You must initiate the process by submitting a company registration request. The HKEX IAP helpdesk will review the request. Upon approval, an administrator user account will be automatically created but pending registration based on the details provided in the registration form, details please refer to section "2.1.1.1 Company registration".
2. Functional roles granting: the above administrator user should add other users of your company, grant them with functional roles, details please refer to section "2.2 Functional roles granting".
3. Issuer profile setup: if your company type is "Main Board or GEM issuer", the user(s) created above must set up issuer profile, submit to HKEX helpdesk for approval. Upon approval, the onboarding procedures are completed, details please refer to section "2.3 Issuer profile setup".

Existing issuers have a different set of onboarding procedures, please refer to section "2.1.2 Existing issuer onboarding and data preparation" for details.

### 2.1.1 New issuer/adviser onboarding

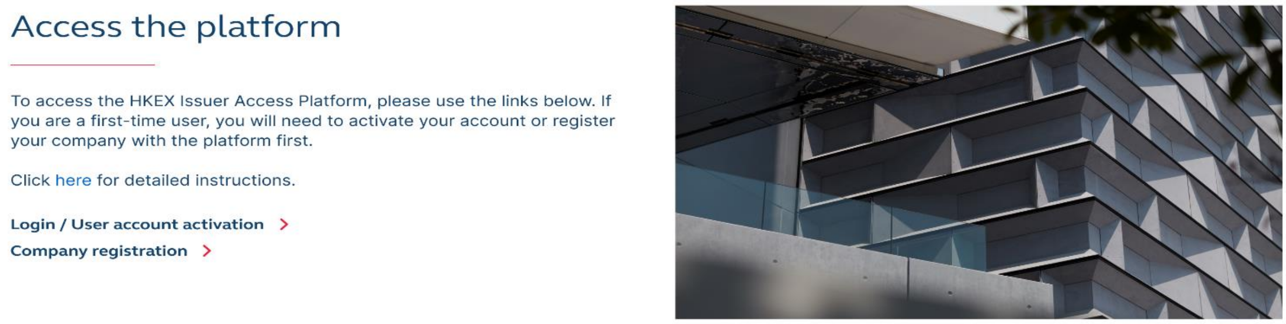
HKEX IAP supports the onboarding of the following company types:

1. Main Board or GEM issuer
2. Exchange traded product issuer

3. Adviser

### 2.1.1.1 Company registration

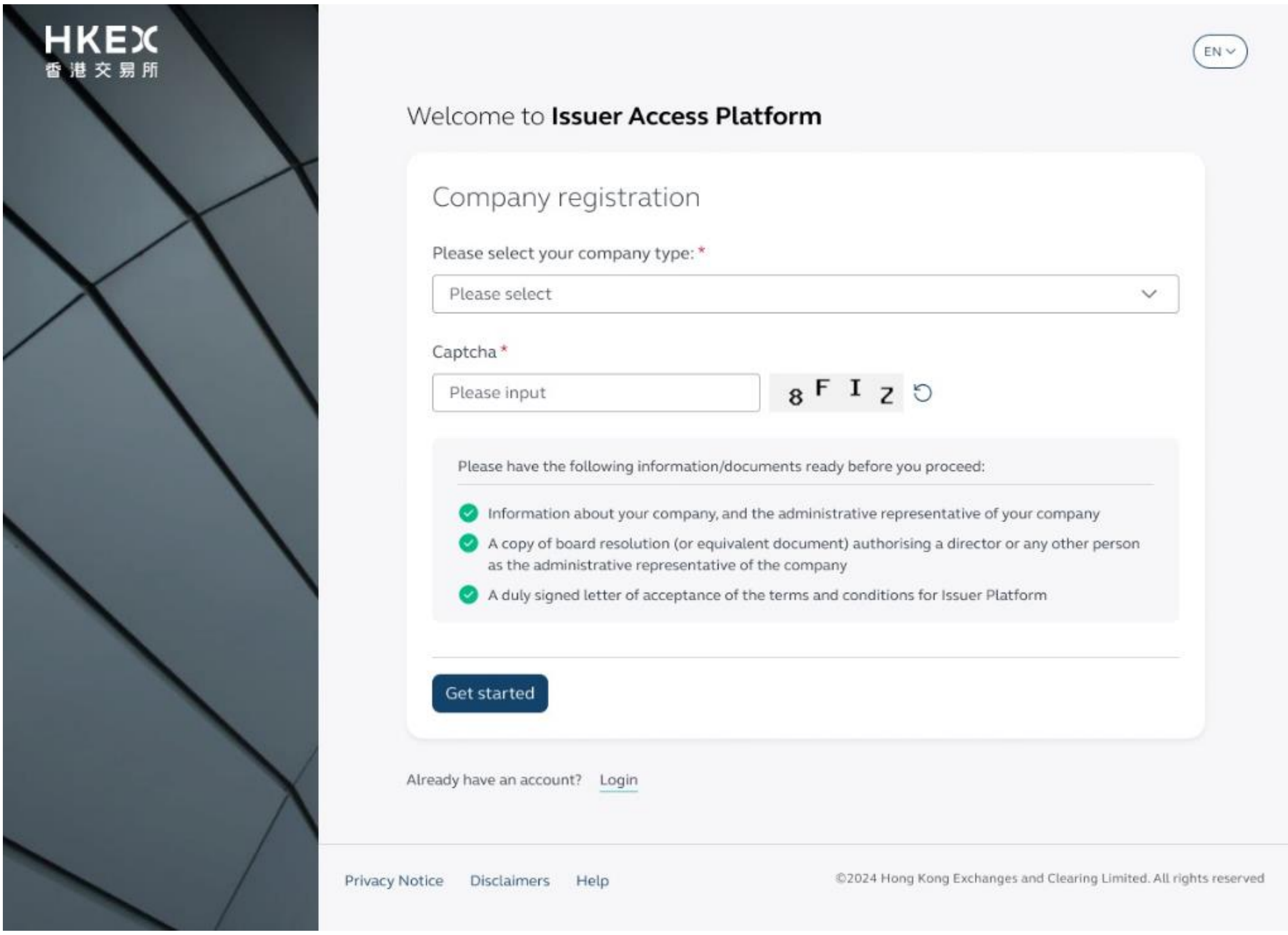
Input and open the URL of HKEX IAP (https://www.hkex.com.hk/Services/Platform-Services/Issuer-Access-Platform?sc_lang=en) in the web browser, you will enter the “Welcome To HKEX Issuer Access Platform” page, click Company registration on the banner, you will be navigated to "Step 1 Company registration".




To complete the company registration, there are 6 steps:

- Step 1. Company registration
- Step 2. About the company
- Step 3. Personal information
- Step 4. One-time Password (“OTP”) verification
- Step 5. Supporting documents to HKEX
- Step 6. Review & submit

## Step 1. Company registration




1. You must select company type and input captcha:

   (1) Company type:

      1) if your company type is “Main Board or GEM issuer”, please select “Main Board or GEM issuer” from the drop-down list

      2) if your company type is “Exchange traded product issuer”, please select “Exchange traded product issuer” from the drop-down list

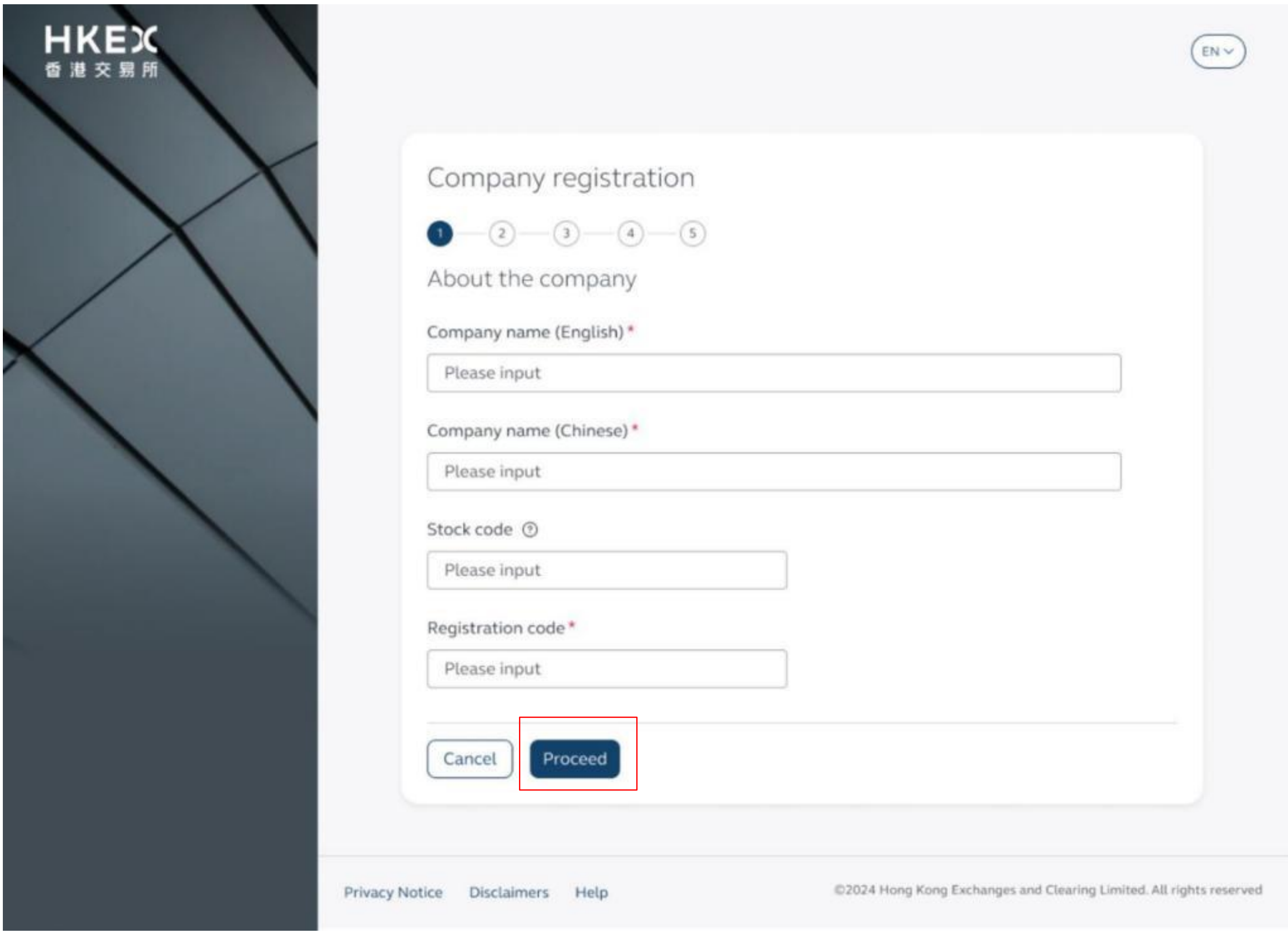
      3) otherwise, please select “Adviser” from the drop-down list

      Your selection will determine the information you need to provide in the subsequent steps.

   (2) Captcha is case-sensitive.

2. Once completed, click Get started [Get started] to move to Step 2. About the company.

## Step 2. About the company




1. The information required on the page depends on the “Company Type” selected in the previous step. Mandatory information is marked with an asterisk “*”:

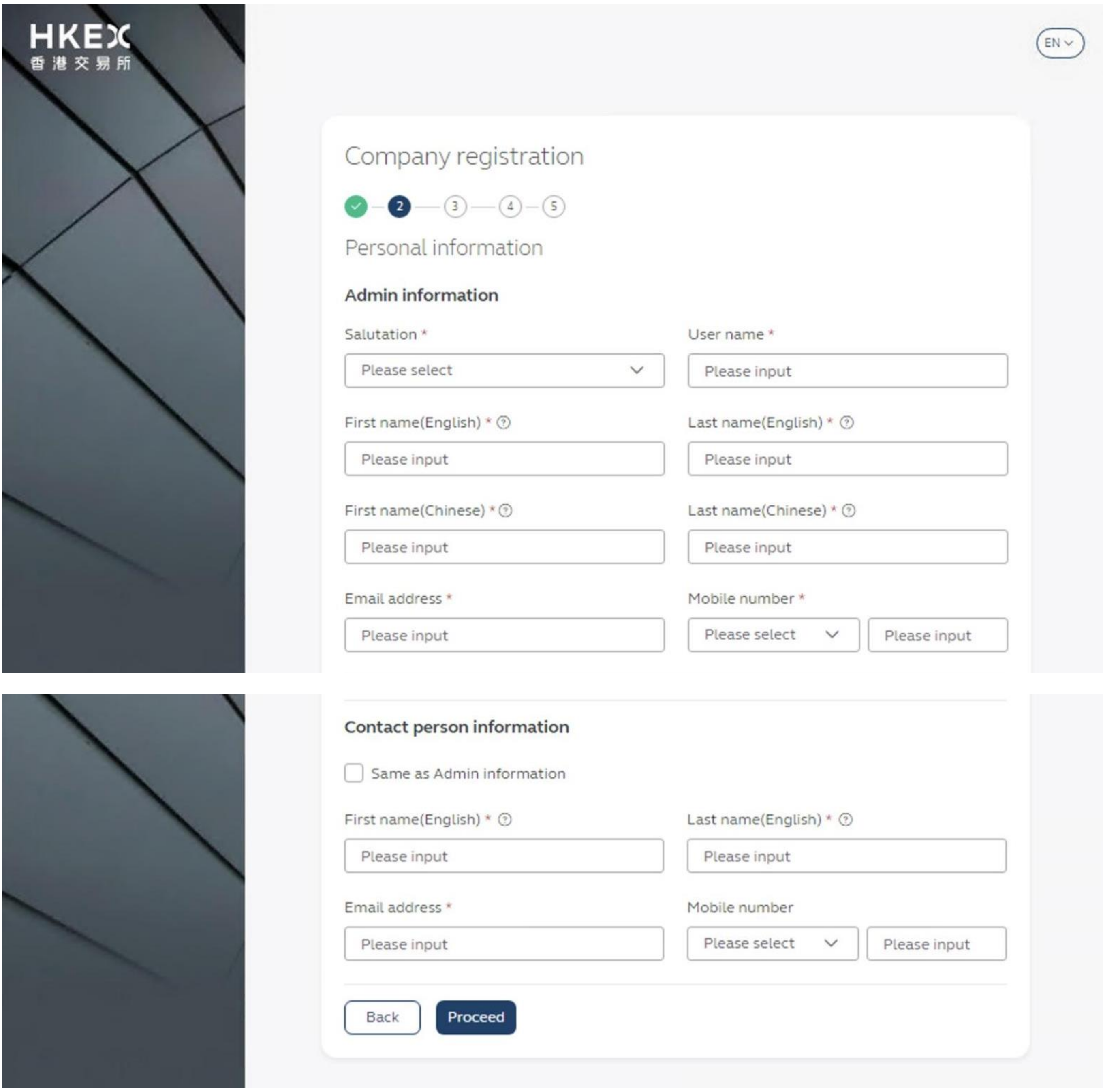
   (1) You must provide English and Chinese company name.

   (2) If you selected “Main Board or GEM issuer” as “Company type”, you can provide stock code on this page. In addition, you must provide the 'Registration code' assigned by HKEX during onboarding. This code will be sent to you via email .

   (3) If you selected “Exchange traded product issuer” as the “Company type”, you must provide the 'Registration code' assigned by HKEX during onboarding. This code will be sent to you via email.

2. Once completed, click Proceed [Proceed] to move to Step 3. Personal information. If you want to change the information you provided in the previous step, click Cancel [Cancel], you can move back to “Step 1. Company registration” to restart the procedure.

### Step 3. Personal information



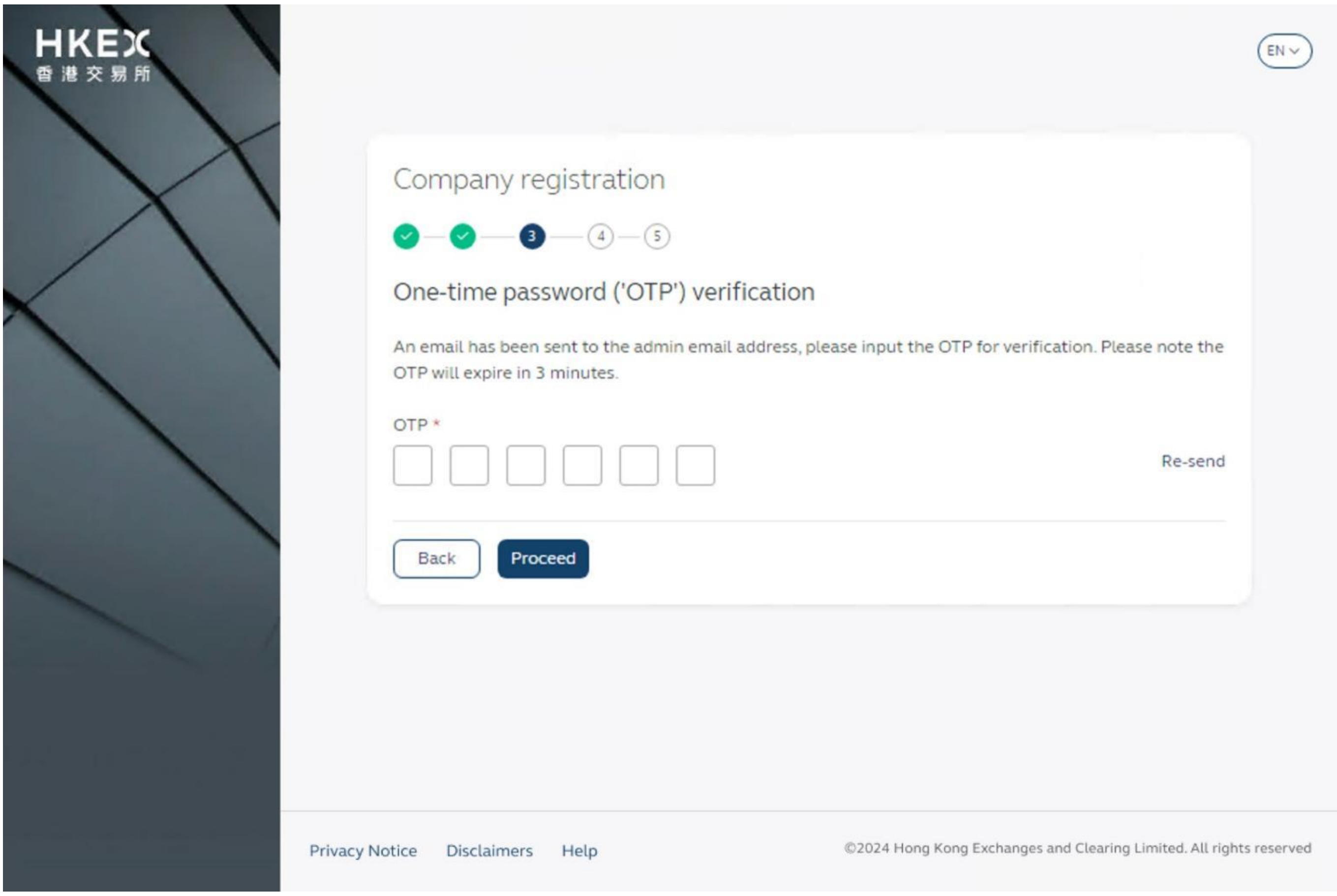

1. You should provide administrator information and contact person information on this page, mandatory information is marked with an asterisk "*".
   (1) For "Admin information", the information provided will be used to create the first administrator account for your company, for details of the role, please refer to section "2.2.1 Functional roles".
      1) The "User name" will be used to generate the unique user ID of the administrator account. The user ID can be used in account activation (refer to section "3.1 User account activation") and login (refer to section "3.2 Login"), user can view his/her user ID in user profile (refer to section "3.5 Settings"). Please enter the English name if there is no Chinese name.

2) The “Email address” will be used to receive the information sent by HKEX IAP in the subsequent process, so please ensure it is accurate.

(2) For “Contact information”, the information is for company registration use only, if it is the same as “Admin information”, you can select “Same as Admin information” to skip filing in the details again. HKEX will contact the person through the information you provided when necessary.

2. Once completed, click Proceed Proceed the system will automatically send a 6-digit OTP to the email address provided in the “Admin information”, and you will move to Step 4. One-time Password (“OTP”) verification. If you want to change the information you provided in the previous step, click Back Back, you can return back to the previous step and update.

## Step 4. One-time Password ( “OTP” ) verification

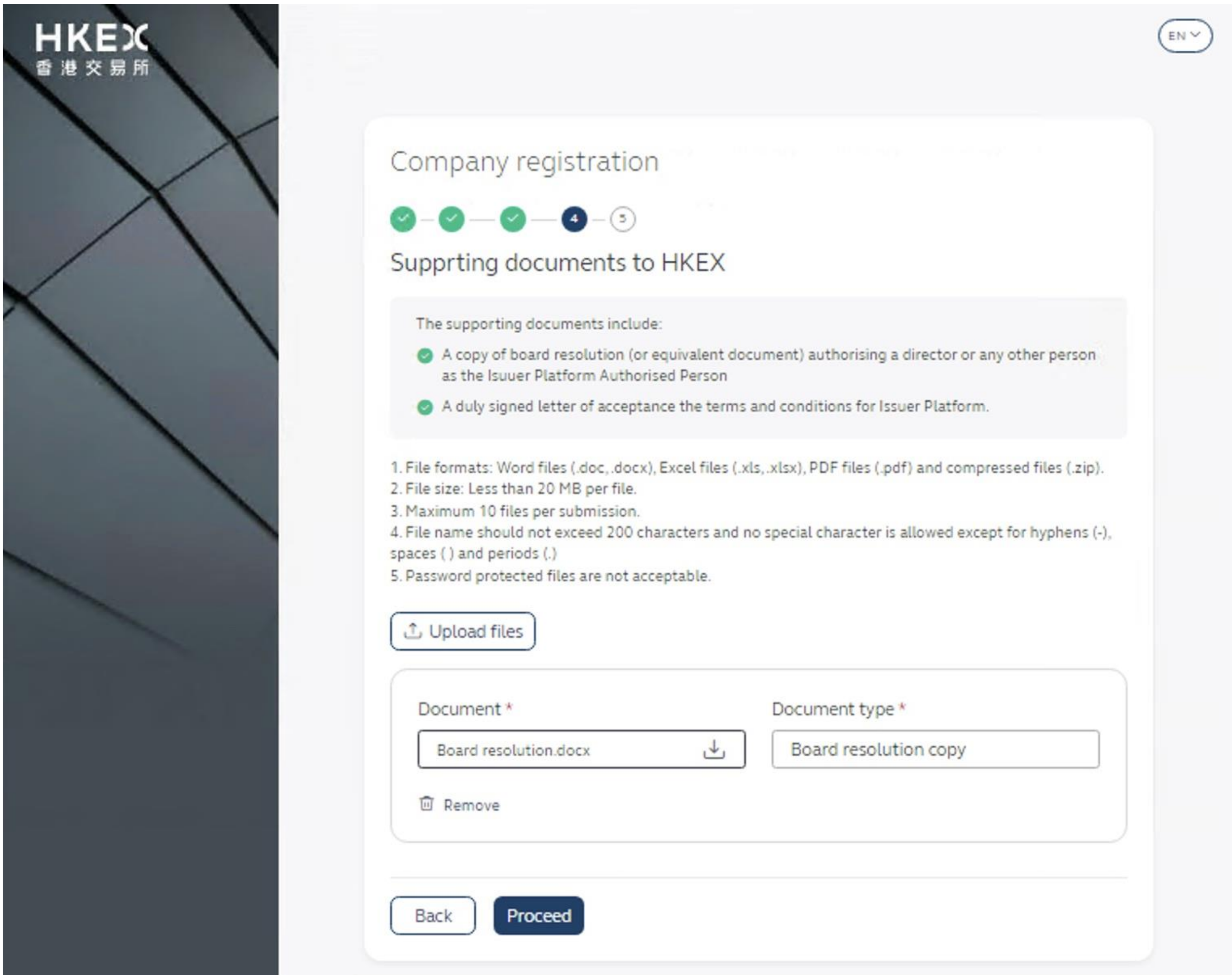



1. You must provide the OTP you received. IT will expire in 3 minutes after being sent. If it has expired, click Re-send Re-send to get a new one.

2. Once completed, click Proceed Proceed to move to Step 5. Supporting documents to HKEX. If you

want to change the information you provided in the previous step, click Back, you can return back to the previous step and update.

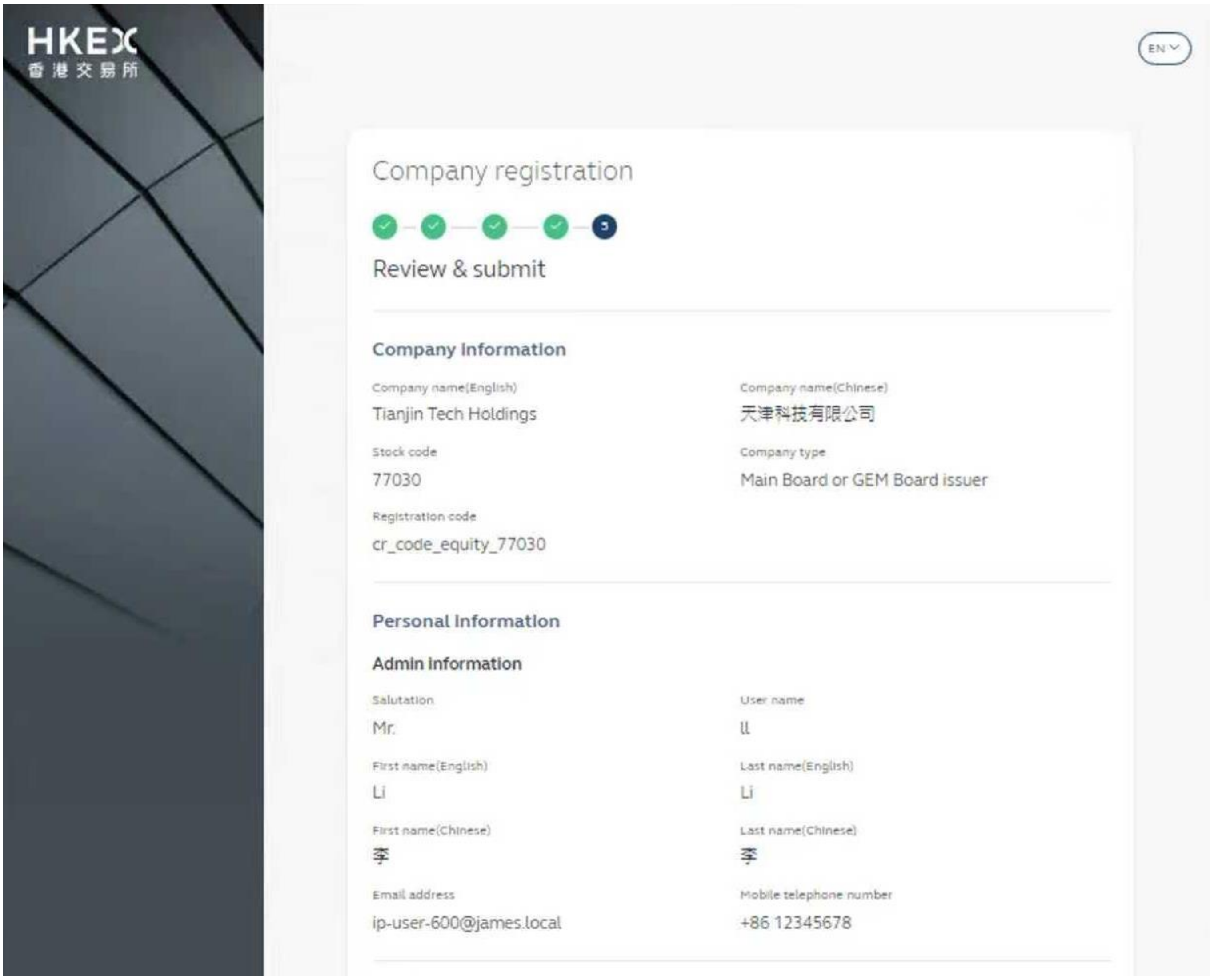
### Step 5. Supporting documents to HKEX

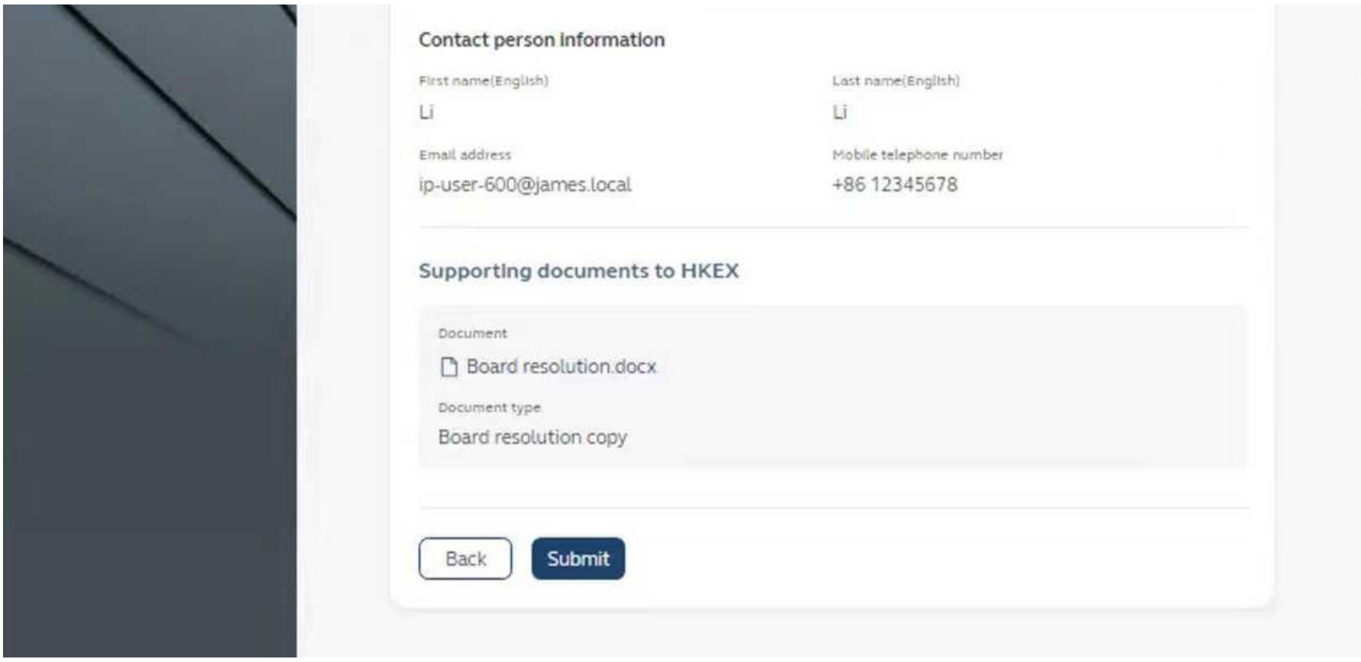



1. You can upload document(s) on this page if needed. For each document you upload, you must also input the document type.

2. Once completed, click Proceed to move to Step 6. Review & submit. If you want to change information you provided in the previous step, click Back, you can return back to the previous step and update.

## Step 6. Review & submit

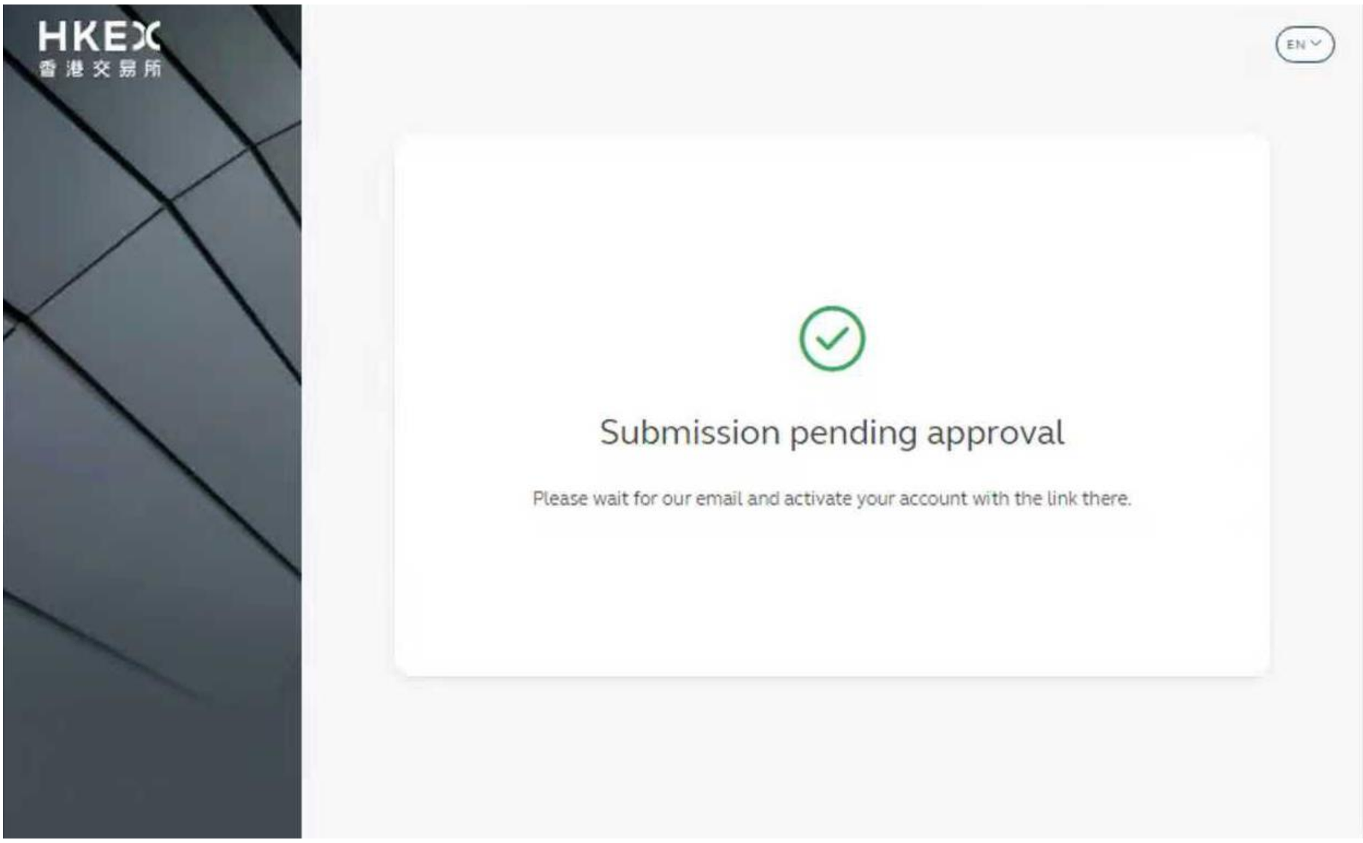


1. You can review all the information you provided in the previous steps. If you want to change any information, click Back Back , you can return back to the previous step and update.

2. Click Proceed Proceed, the Terms and conditions, privacy statement dialog will pop up.

Please read the Terms and Conditions and Privacy Notice, then provide your consent by selecting all checkboxes. Click Submit Submit to submit your company registration request to HKEX IAP helpdesk for approval. Once the company registration is submitted, you will be navigated to the acknowledgement page as below and an acknowledgement email will be sent to the “Email address” you provided in the “Admin information” section in “Step 3. Personal Information”.




After submission, the request will be reviewed by the HKEX IAP helpdesk. The result will be sent to the email address provided.

(1) If approved, the information entered under “Admin Information” will be used to create the company’s first administrator account. The administrator will then be able to:

1) Activate the account (refer to section “3.1 User Account Activation”)

2) Log in to HKEX IAP (refer to section "3.2 Login")

3) Set up additional user accounts within the company (refer to section "2.2 Functional roles Granting")

(2) If rejected, the registration process may be restarted if needed. For enquiry, please contact HKEX IAP helpdesk

#### 2.1.1.2 Functional roles granting

The first administrator user is assigned the default role as "Issuer administrator", and its profile is created using the "Admin information" provided during company registration.

Then, the administrator user should add other users of the company and grant them with functional roles. For details, please refer to section "2.2 Functional roles granting".

#### 2.1.1.3 Issuer profile setup

Once other user accounts are created, the users with "Authorised representative (AR)" / "Issuer representative (IR)" role of your company must complete the issuer profile setup. For details, please refer to section "2.3.1 New issuer".

### 2.1.2 Existing issuer onboarding and data preparation

1. For existing Main Board or GEM issuer(s), the onboarding procedure follows the same steps as that of new Exchange traded product issuer(s):

   (1) Company registration: please refer to section "2.1.1.1 Company registration".

   (2) Functional roles granting: please refer to section "2.2 Functional roles granting".

   (3) Issuer profile setup: please refer to section "2.3.2 Existing Issuer". Different from new issuer, HKEX IAP will prepare the following for existing issuer:

      1) Corporate information

      2) Corporate personnel

      3) Blackout period

      4) Board meeting

      5) Dividend

      6) Shareholder meeting

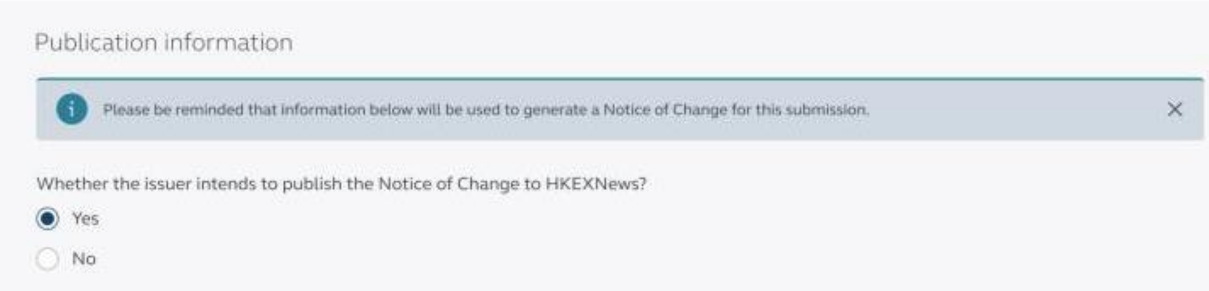
      7) Trading arrangement

      8) Share capital

      9) Case

You can view and create changes towards the system prepared "Corporate information" and "Corporate personnel" data during issuer profile setup.

(4) Once the issuer profile status is updated to “Approved”, and before the existing issuer onboarding and data migration procedure is completed, if you want to create changes towards the data in the issuer profile, you can submit corporate information change / corporate positions and committee changes submission (refer to section “5.1.3 Corporate and personnel changes”) and select “Yes” / “No” on the Additional information page to decide whether the data change will be published to HKEXNews through announcements.




(5) Once HKEX IAP helpdesk informs you that the existing issuer onboarding and data migration procedure is completed, if you want to create changes towards the data in the issuer profile, you can submit corporate information change / corporate positions and committee changes submission (refer to section “5.1.3 Corporate and personnel changes”), and the data change will be published to HKEXNews through announcements.

2. For existing Exchange traded product issuer(s), the onboarding procedure follows the same steps as that of new Exchange traded product issuer(s):

(1) Company registration: please refer to section “2.1.1.1 Company registration”.

(2) Functional roles granting: please refer to section “2.2 Functional roles granting”.

(3) Different from new issuer, HKEX IAP will prepare the following data for existing issuer:

1) Corporate information

2) Scheme, product and stock information

3) Contact information

(4) Once HKEX IAP helpdesk informs you that the existing issuer onboarding and data migration procedure is completed, you can view the above data in function details in section “4.3 Issuer profile management (for Exchange traded product issuer)”, and:

1) if you want to create changes towards the corporate information, you can submit corporate information change submission (refer to section “5.1.3 Corporate and personnel changes”), and the data change will be published to HKEXNews through announcements.

2) if you want to create changes towards scheme, or the scheme and product relationship, you can use function detailed in section “4.4 Product and scheme management”.

3) If you want to create changes towards the contact information, you can use function detailed in section “4.3 Issuer profile management (for Exchange traded product issuer)”.

## 2.2 Functional roles granting

### 2.2.1 Functional roles

In HKEX IAP, there are 5 types of functional roles, 3 for issuer users, and 2 for adviser users.

| Company type | Functional role |
|---|---|
| Main Board or GEM issuer<br>Exchange traded product issuer | Issuer administrator |
| | Authorised representative (AR) |
| | Issuer representative (IR) |
| Adviser | Adviser administrator |
| | Adviser user |

1 Their permissions towards functions in HKEX IAP are summarised in the table below ("Y" means the function is available to the functional role, "N" means the function is not available):

| Permission | Main Board or GEM issuer<br>Exchange traded product issuer | | | Adviser | |
|---|---|---|---|---|---|
| | Issuer administrator | Authorised representative (AR) | Issuer representative (IR) | Adviser administrator | Adviser user |
| Dashboard | | | | | |
| Login | Y | Y | Y | Y | Y |
| Dashboard | Y | Y | Y | Y | Y |
| Inbox | Y | Y | Y | Y | Y |
| To-do list | N | Y | Y | N | Y |
| What's new | Y | Y | Y | Y | Y |
| Important notice | N | Y | Y | N | N |
| Calendar calculator | N | Y | Y | N | Y |
| User guide | Y | Y | Y | Y | Y |
| FAQ | Y | Y | Y | Y | Y |
| Quick links | Y | Y | Y | Y | Y |
| My profile | Y | Y | Y | Y | Y |
| Logout | Y | Y | Y | Y | Y |
| Access management | | | | | |
| Access management | Y | N | N | Y | N |
| Submissions | | | | | |
| Create a submission | N | Y | Y | N | Y |
| Submission summary | N | Y | Y | N | Y |
| Submission to HKEX | N | Y | Y | N | Y |
| Submission outside of IAP | N | Y | Y | N | N |
| Cases | | | | | |
| Cases | N | Y | Y | N | Y |
| Profile | | | | | |

| | | | | | |
|---|---|---|---|---|---|
| Equity Issuer profile (Issuer profile) | N | Y | Y | N | N |
| ETP issuer profile (Products) | N | Y | Y | N | N |
| Issuer profile for adviser (Assigned issuers) | N | N | N | N | Y |
| Products management | Y | N | N | N | N |
| Adviser profile management (Company profile) | N | N | N | Y | N |

2 The permissions in “Submissions” and “Cases” are split into “Submitter” and “Approver”:

(1) Administrator users (“Issuer administrator” and “Adviser administrator”): no permission.

(2) Authorised representative (AR): has permission to all types of submissions and cases, both “Submitter” and “Approver”.

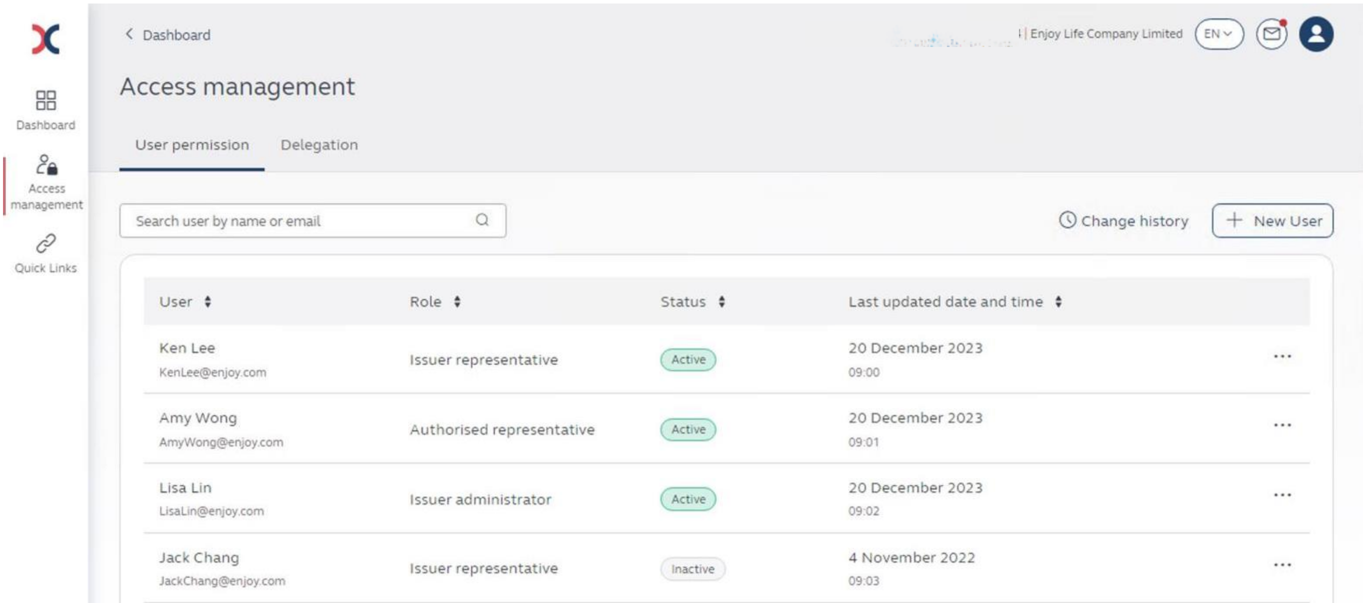
(3) Issuer representative (IR): the permission of IR is tailored when the user is authorised as an IR in “Access management”. Administrator users can determine “Submitter” and / or “Approver” that the IR users can perform for each type of submissions and cases. See details in 2.2 Functional roles granting.

(4) Adviser user: can have permission to all types of submissions and cases, both “Submitter” and “Approver”, but the permission must first be delegated by issuer user, please refer to section “2.2.2.2 Delegation management (for issuer)” for details.

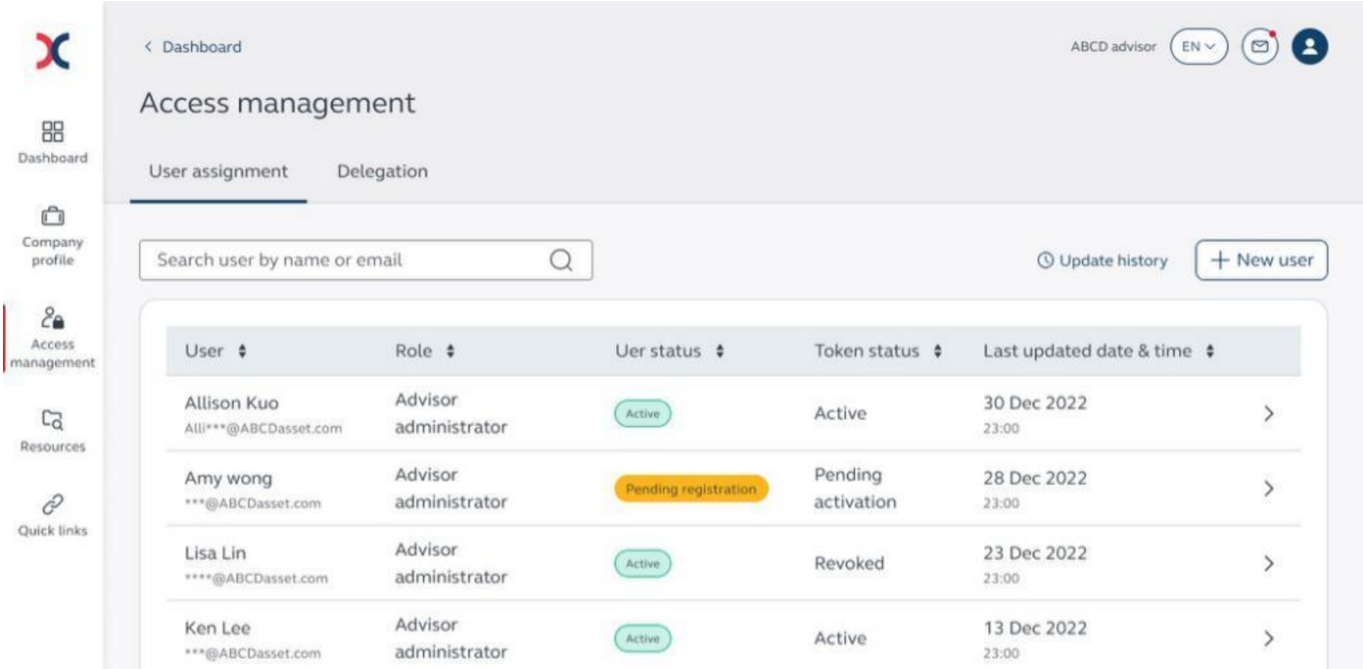
### 2.2.2 User management

Functions detailed in this section is for:

1. Issuer administrator user to manage issuer user and delegation



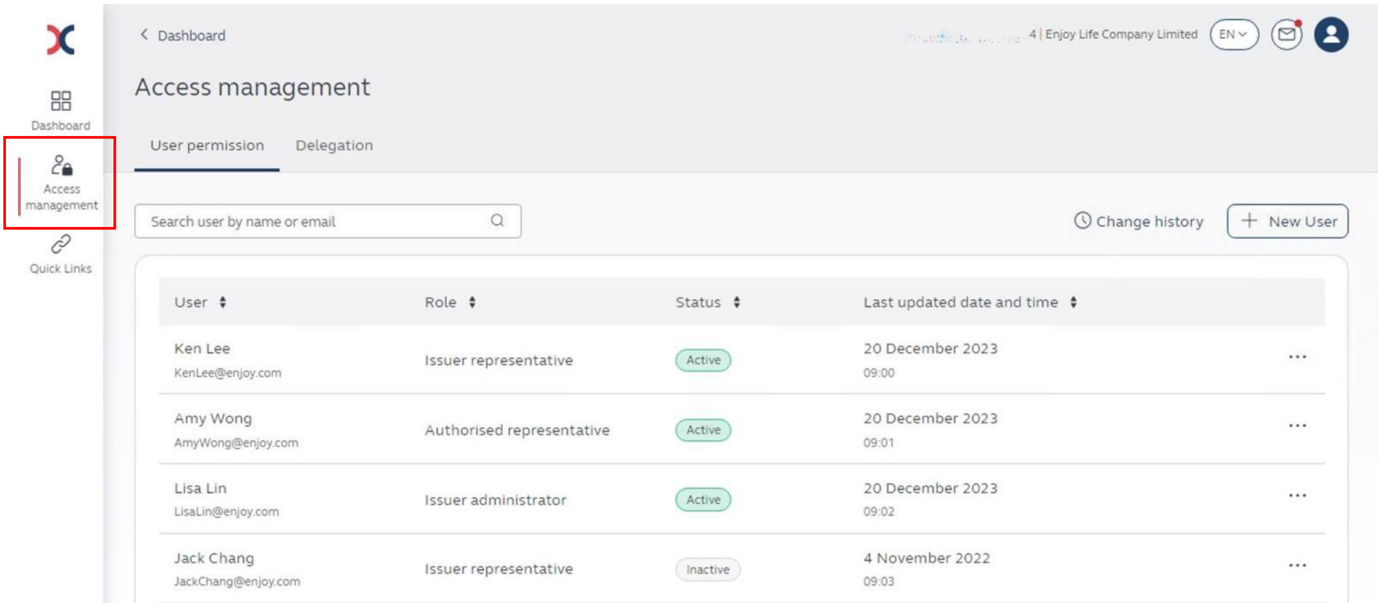
2. Adviser administrator user to manage adviser user and assignment.




### 2.2.2.1 Issuer user management

Click the Access management 

icon on the left navigation bar, you will be navigated to the User permission page.



1. If your role is “Issuer administrator”, you can use functions detailed in this section to add new user, view user permission, edit user information and permission, remove user, revoke token, unlock user, and manage delegation to adviser companies.

2. Badges below indicate the status of the user account:

   (1) Pending registration : the user account has been created, but has not complete account activation.

   (2) Pending approval : this status is applicable when the following change request has been raised but not yet been approved/rejected by HKEX IAP helpdesk

      1) add user whose role is “Issuer administrator”

      2) remove user whose role is “Issuer administrator”

      3) change the role of an user from “Issuer administrator” to “Authorised representative(AR)”/“Issuer representative(IR)”

      4) change the role of an user from “Authorised representative(AR)”/“Issuer representative(IR)” to “Issuer administrator”

   (3) Active : the user account has been created, and has completed account activation.

   (4) Disabled : an active user account has been disabled by HKEX IAP helpdesk, and the user cannot log in to HKEX IAP. You can contact HKEX IAP helpdesk if you want to enable the user account. Once enabled, the user status will be changed to “Active” and the user can login to HKEX IAP again.

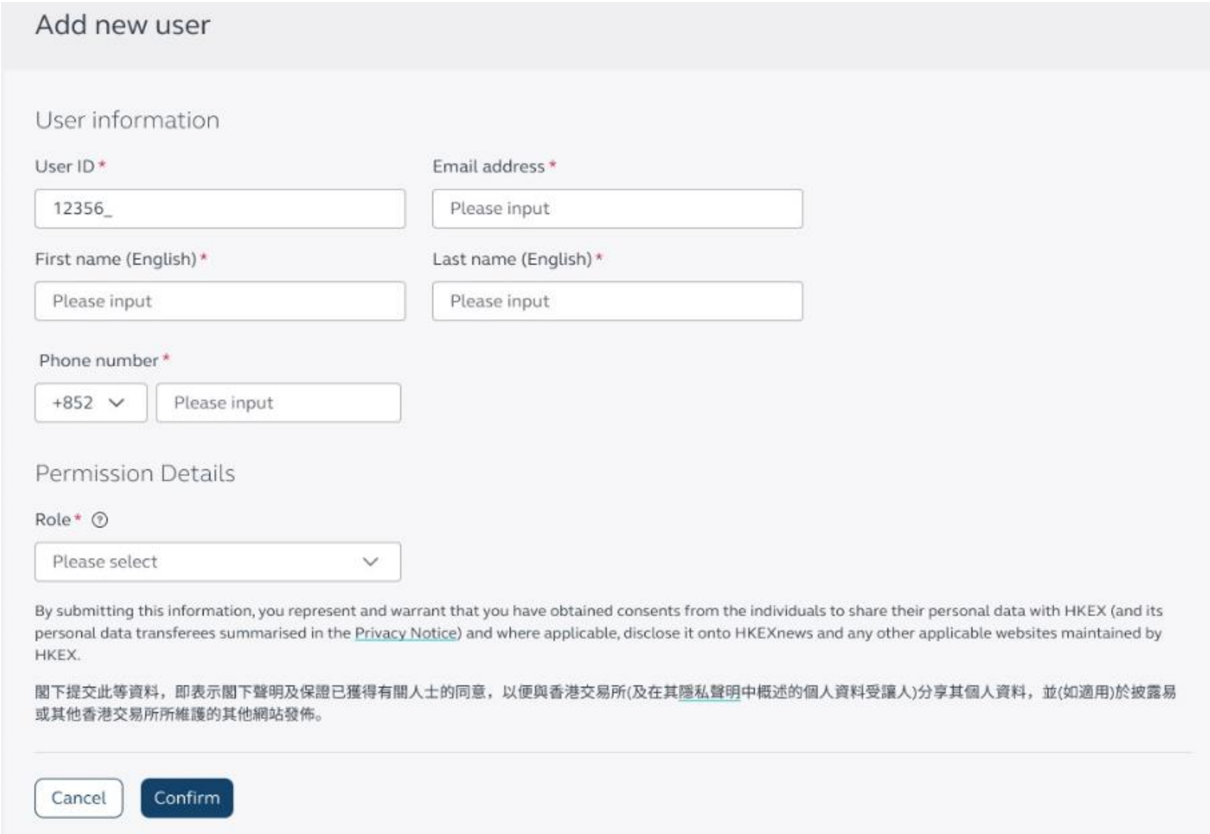
## User permission page

1. You can view all user(s) in your company on this page.

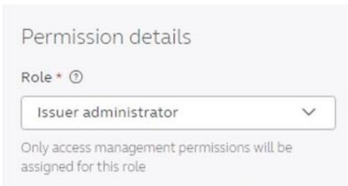
2. Click + New user , you can move to Add new user page.

3. Click an user in the table, you can move to View user permission page.

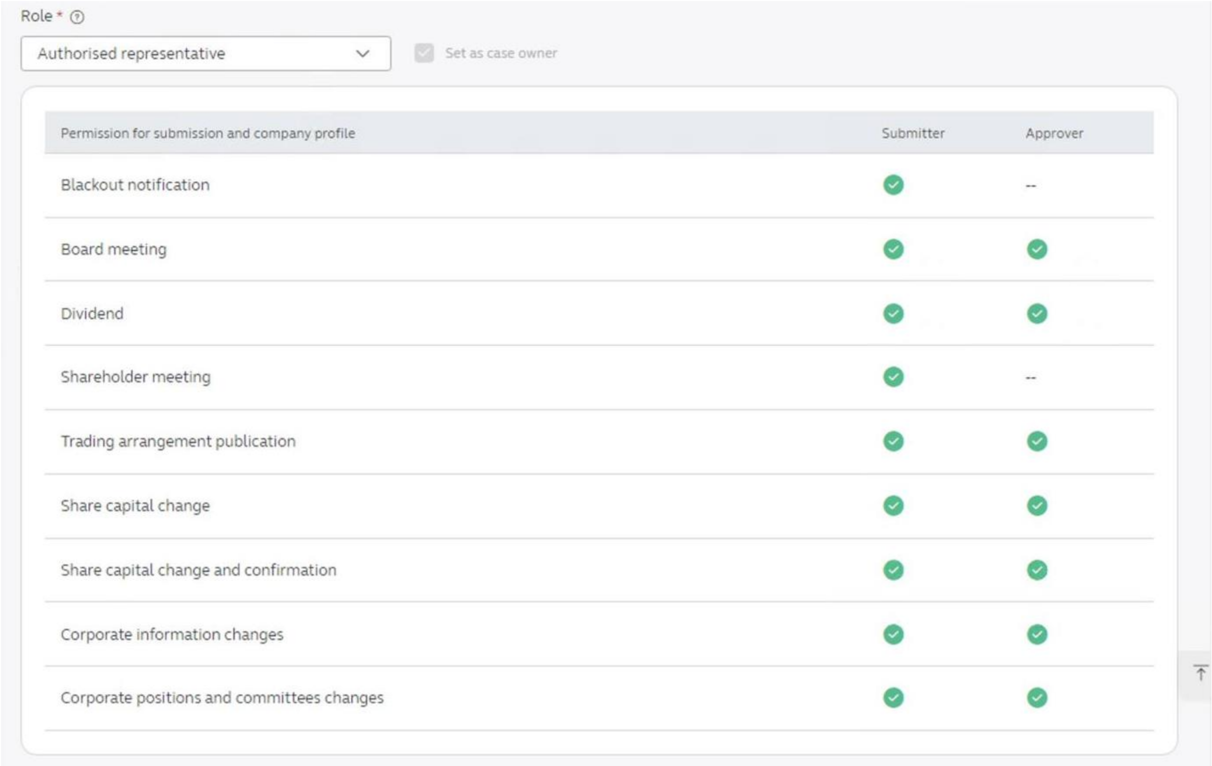
## Add new user page




1. You should input “User information” and set “Permission details” on this page, mandatory information is marked with an asterisk “*”.
2. For “Permission Details” section:
   (1) if you selected “Issuer administrator” as “Role”, no permission list will be displayed:




   (2) If you selected “‘Authorised Representative” as “Role”, the user will be set as case owner, all applicable submitter and approver permissions will be checked, and the settings can not be changed. The user can use all functions detailed in section “5. Submissions and cases” .



Role * ⓘ

Authorised representative

Set as case owner

| Permission for submission and company profile | Submitter | Approver |
|---|---|---|
| Blackout notification | ✓ | -- |
| Board meeting | ✓ | ✓ |
| Dividend | ✓ | ✓ |
| Shareholder meeting | ✓ | -- |
| Trading arrangement publication | ✓ | ✓ |
| Share capital change | ✓ | ✓ |
| Share capital change and confirmation | ✓ | ✓ |
| Corporate information changes | ✓ | ✓ |
| Corporate positions and committees changes | ✓ | ✓ |

(3) If you selected “Issuer Representative” as “Role”, you can configure the permissions applicable for the user.

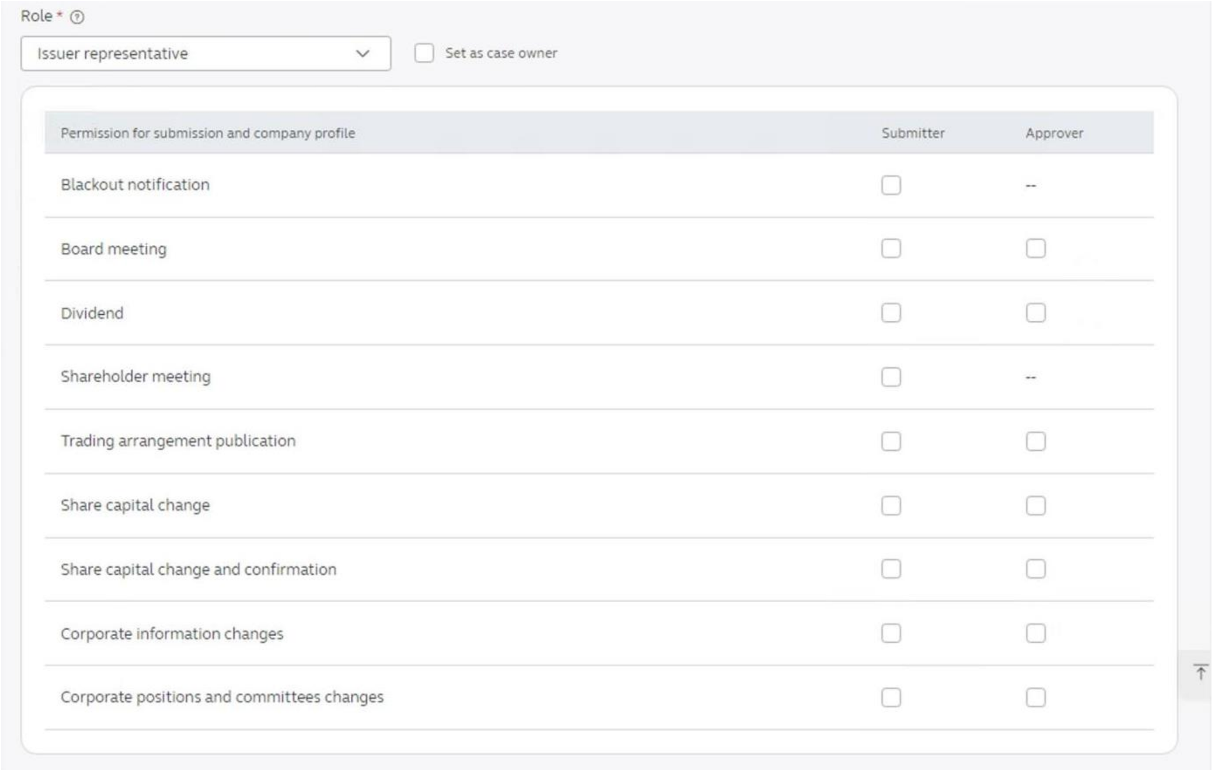
1) If you checked “Set as case owner”, the user will be able to mange case(s) and case submission(s) of the issuer company (refer to section “5.3 Cases”).

2) The submitter and approver permissions you configured in the table determine the profile management related submission function(s) available to the user (refer to 5.1Profile management related submission).

Note:

1) for new issuer, if the issuer profile status is “Not started”, you need to create at least one user account with role “Authorised representative (AR)” or “issuer representative (IR)”, and “**Submitter**” and “**Approver**” permission for “Corporate information changes”, “Corporate positions and committees changes” and “Share capital change”/“Share capital change and confirmation” to perform issuer profile set up.

2) for existing issuer, if the issuer profile status is “Not started”, you need to create at least one user account with role “Authorised representative (AR)” or “issuer representative (IR)”, and “**Submitter**” and “**Approver**” permission for “Corporate information changes” and “Corporate positions and committees changes” to perform issuer profile set up.




3. Click Confirm 

, you can add the new user to your company.

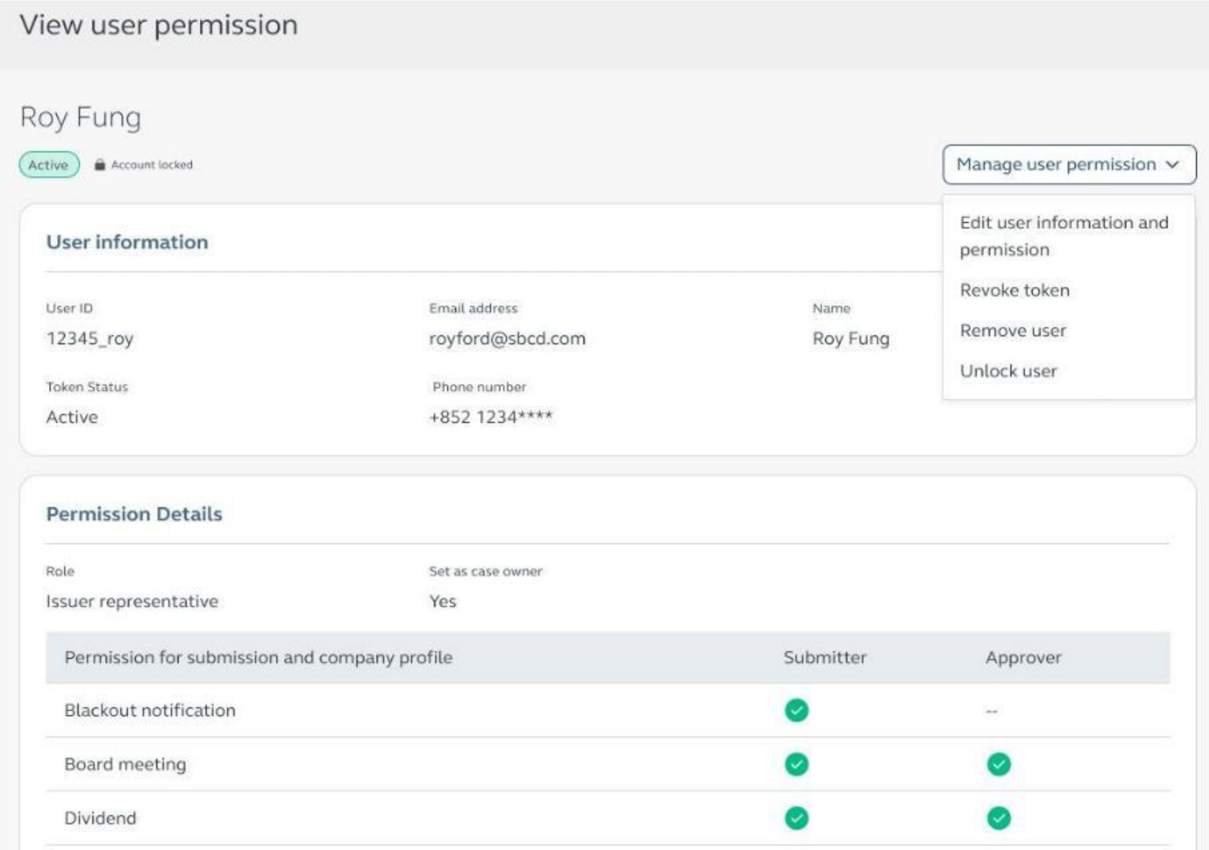
(1) If the "Role" is "Issuer administrator", a new administrator creation request will be submitted to HKEX IAP helpdesk for approval. The result will be sent to the inbox of the issuer administrator who initiates the request, details please refer to section "6.3 Inbox".

   1) If approved, the user will be created in EIDP. The user will then be able to activate the account (refer to section "3.1 User account activation") and log in to HKEX IAP (refer to section "3.2 Login")

   2) If rejected, the issuer administrator can restarted the process if needed

(2) If the "Role" is "Authorised representative (AR)"/"Issuer representative (IR)", the user will be created in EIDP. The user will then be able to activate the account (refer to section "3.1 User account activation") and log in to HKEX IAP (refer to section "3.2 Login").

## View user permission page




1. You can view “User information” and “Permission details” on this page.

2. Click Manage user permission v Manage user permission, you may take the following actions towards the user, available buttons depend on the current status of the user:

   (1) For user who has not completed user account activation, click Resend registration email Resend registration email , you can resend a new registration email to the email address of the user.

   (2) Click Edit user information and permission Edit user information and permission , you can move to Edit user information and permission page.

   (3) Click Remove user Remove user , the Remove user pop-up dialog will pop up. Click Confirm Confirm on the dialog:

      1) if the “Role” of the user is “Authorised representative (AR)”/”Issuer representative (IR)”, you will remove the user from your company. The impacted user will be automatically

logged out of HKEX IAP. If the impacted person wants to login, a new account must be created by issuer administrator user of the company (refer to “Add new user page”).

2) if the “Role” of the user is “Issuer administrator”, a issuer administrator removal request will be submitted to HKEX IAP helpdesk for approval. The result will be sent to the inbox of the issuer administrator who initiates the request, details please refer to section “6.3 Inbox”.

a. If approved, the user will be removed from your company. The impacted user will be automatically logged out of HKEX IAP. If the impacted person wants to login, a new account must be created by issuer administrator user of the company (refer to “Add new user page”).

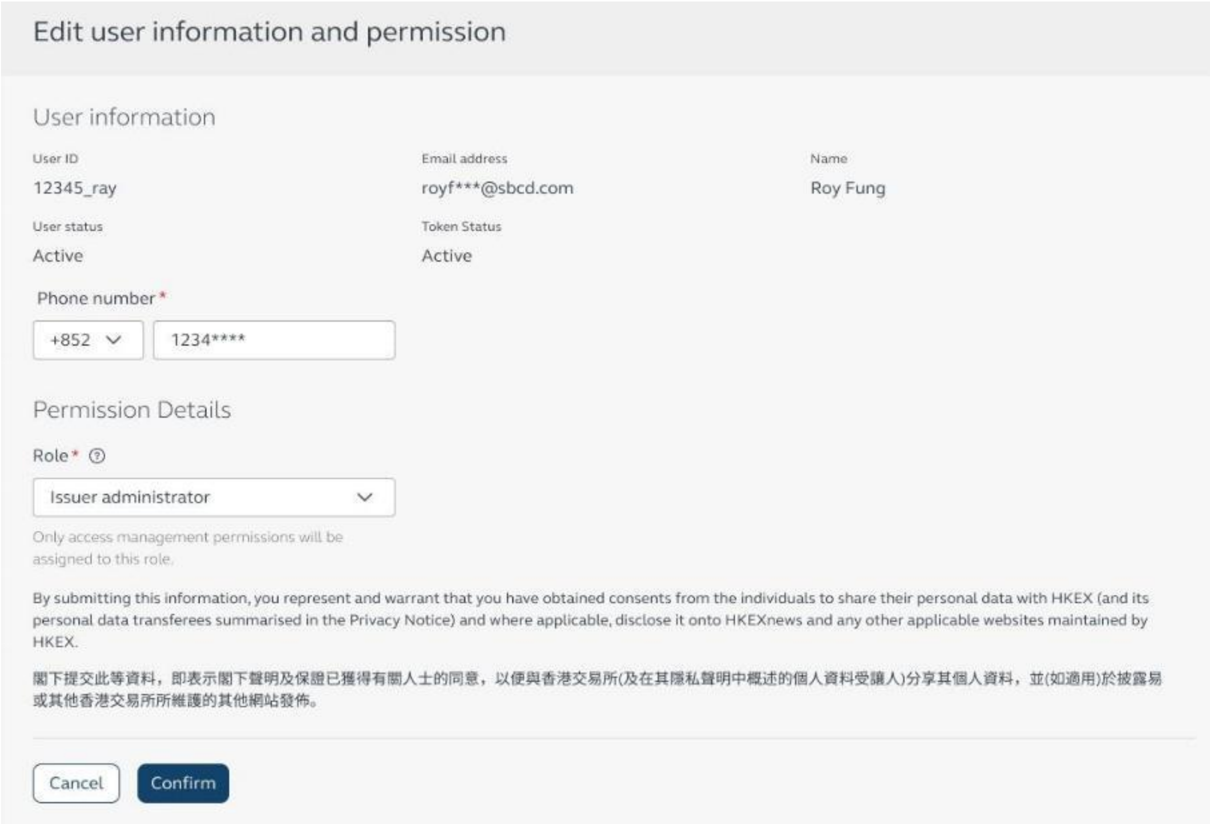
b. If rejected, the issuer administrator can still use the current account to login to HKEX IAP.

(4) Click Revoke token Revoke token, the Revoke token pop-up dialog will pop up. Click Confirm Confirm on the dialog, you can revoke the token of the user, the impacted user will be automatically logged out of HKEX IAP. If the impacted user wants to login, he/she must re-activate the user account using function detailed in section “3.1 User account activation”.

(5) Click Unlock user Unlock user, the Unlock user pop-up dialog will pop up. Click Confirm Confirm on the dialog, you can unlock the user account, and the user will be able to login to HKEX IAP.

Note: user account will be locked when user input incorrect password consecutively for 6 times. The locked user account cannot login to the system.

### Edit user information and permission page




1. You can edit "User information" and "Permission Details" of the user on this page, mandatory information is marked with an asterisk "*".

2. Click Confirm 

, you can submit the change.

#### 2.2.2.2 Delegation management (for issuer)

Adviser users can perform submissions on behalf of issuer users, to achieve this:

1. First, issuer administrator user must delegate the permissions to adviser company using functions in "2.2.2.2 Delegation management (for issuer)".

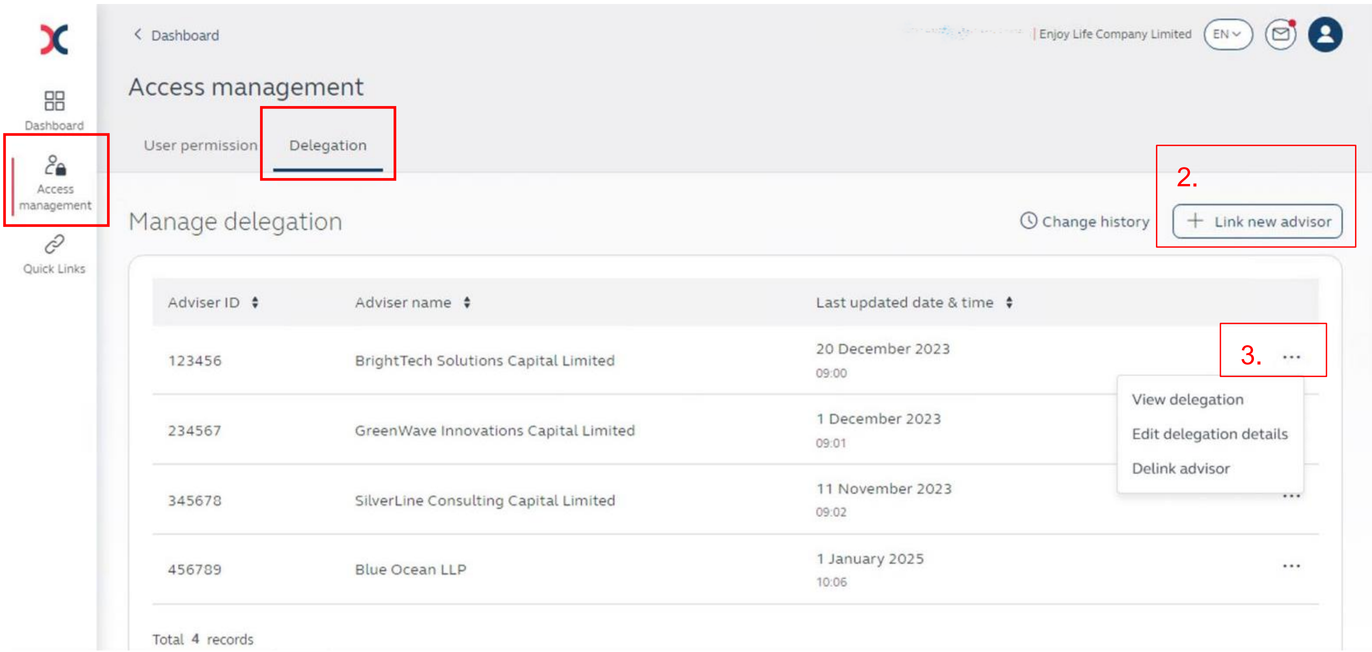
2. Second, adviser administrator user must assign the delegated permissions to adviser user using function in "2.2.2.3 Adviser user management" or "2.2.2.4 Delegation management (for adviser)".

## Delegation page

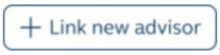
Click the Access management 

icon on the left navigation bar, then click Delegation 

, you will be navigated to the Delegation page.




1. You can view all adviser companies with delegation on this page.

2. Click + Link new adviser 

, you can move to Link new adviser page.

3. Click ... besides an adviser record in the table, you can:

(1) Click View delegation 

to move to View delegation page.

(2) Click Edit delegation details 

to move to Edit delegation page.

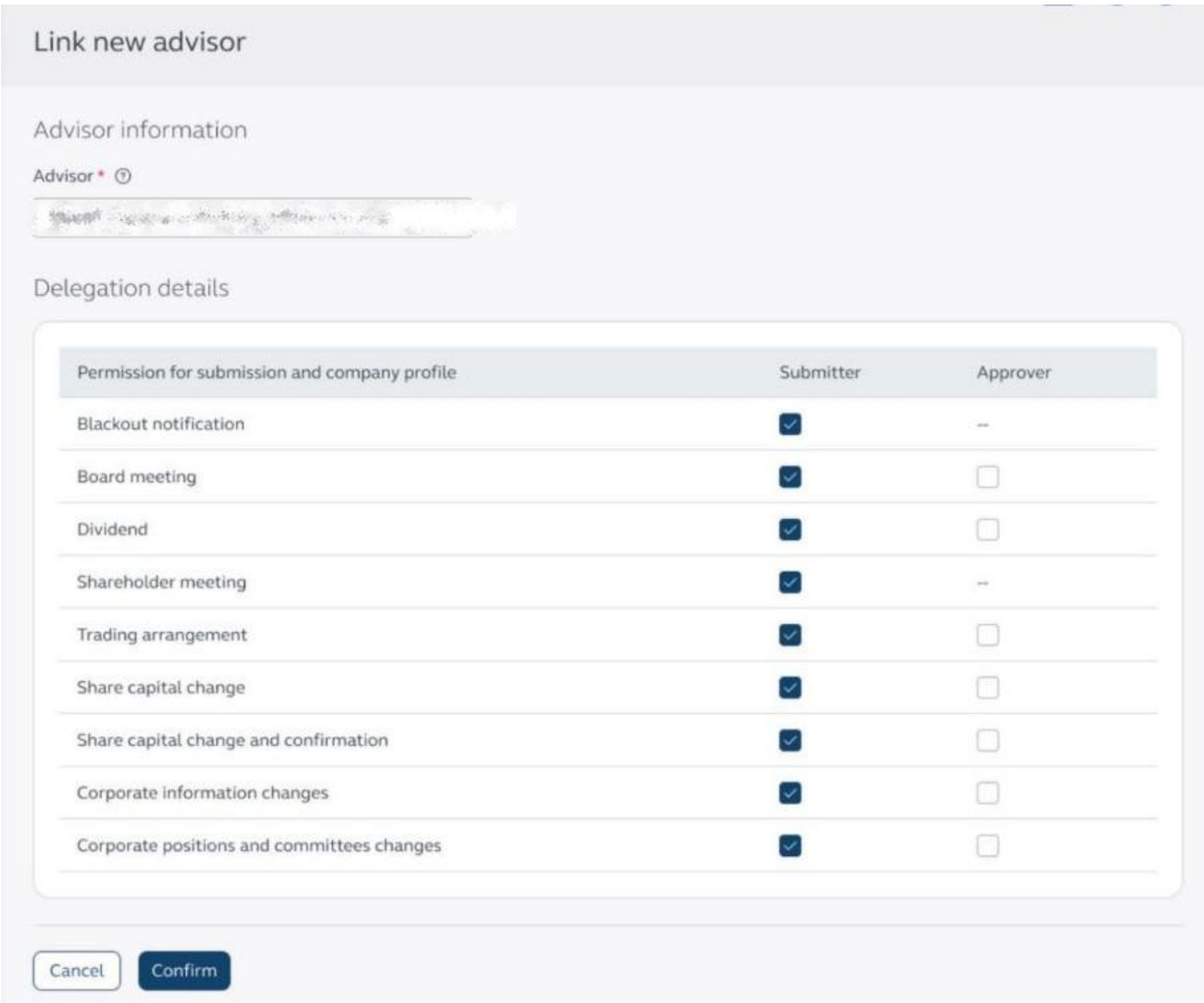
(3) Click Delink adviser 

to open the Delink adviser pop-up dialog. Click Confirm 

on the dialog, you can remove the delegation towards the adviser company, the assignment to all the adviser user(s) under this adviser company (if any) will be removed. The relevant adviser users will not be able to create submissions and/or access the issuer company's submissions anymore.

## Link new adviser page

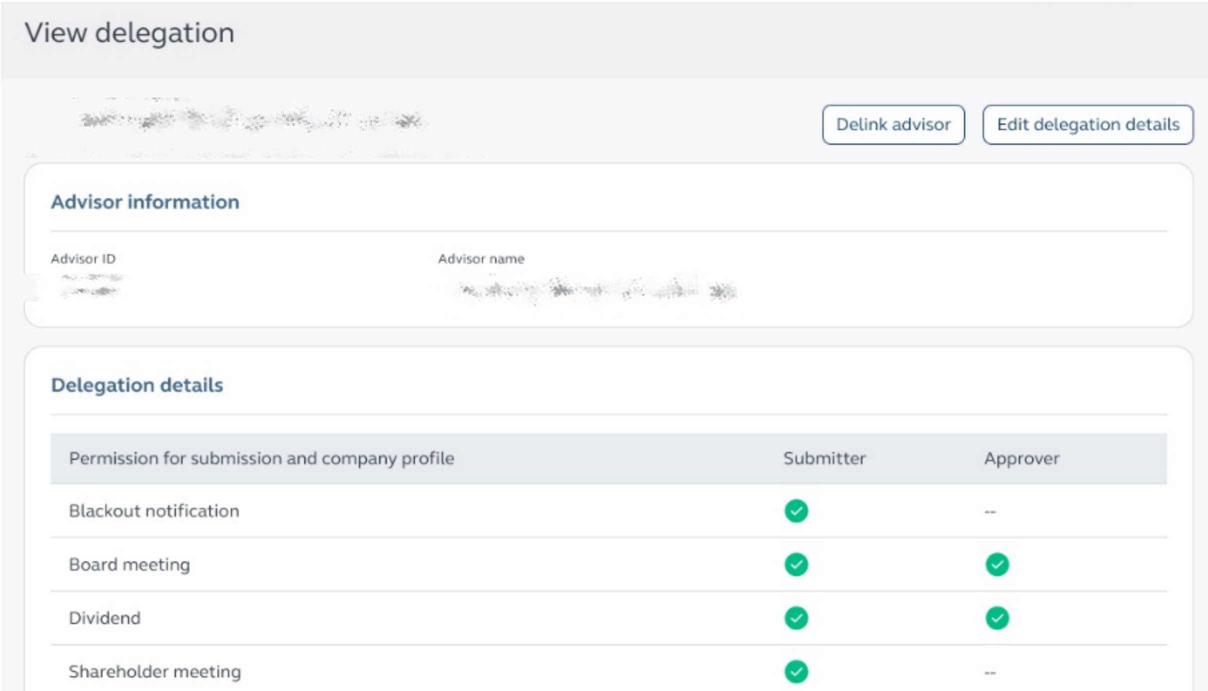
1. You should first select an adviser company on this page. Then, you can further configure the delegation details of the adviser:




2. Click Confirm 

, you can link the new adviser to your company.

## View delegation details page

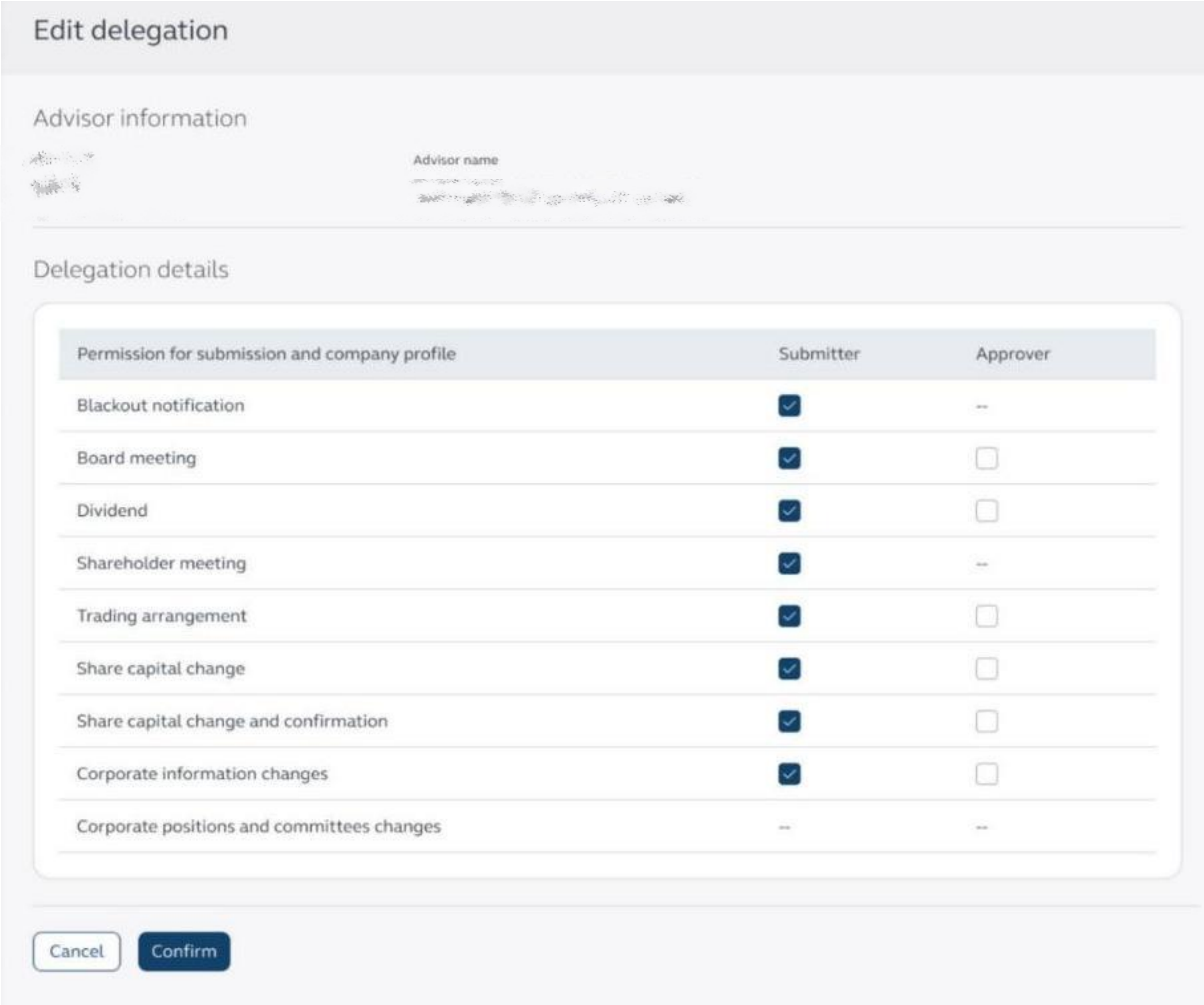



1. You can view “Adviser information” and “Delegation details” of an adviser company on this page.

2. Click Delink adviser Delink advisor, the Delink adviser pop-up dialog will pop up. Click Confirm Confirm on the dialog, you can remove the delegation towards the adviser company, the assignment to all the adviser user(s) under this adviser company (if any) will be deleted. The relevant adviser users will not be able to create submissions and/or access the issuer company’s submissions anymore.


3. Click Edit delegation details Edit delegation details, you can move to Edit delegation page.

## Edit delegation details page



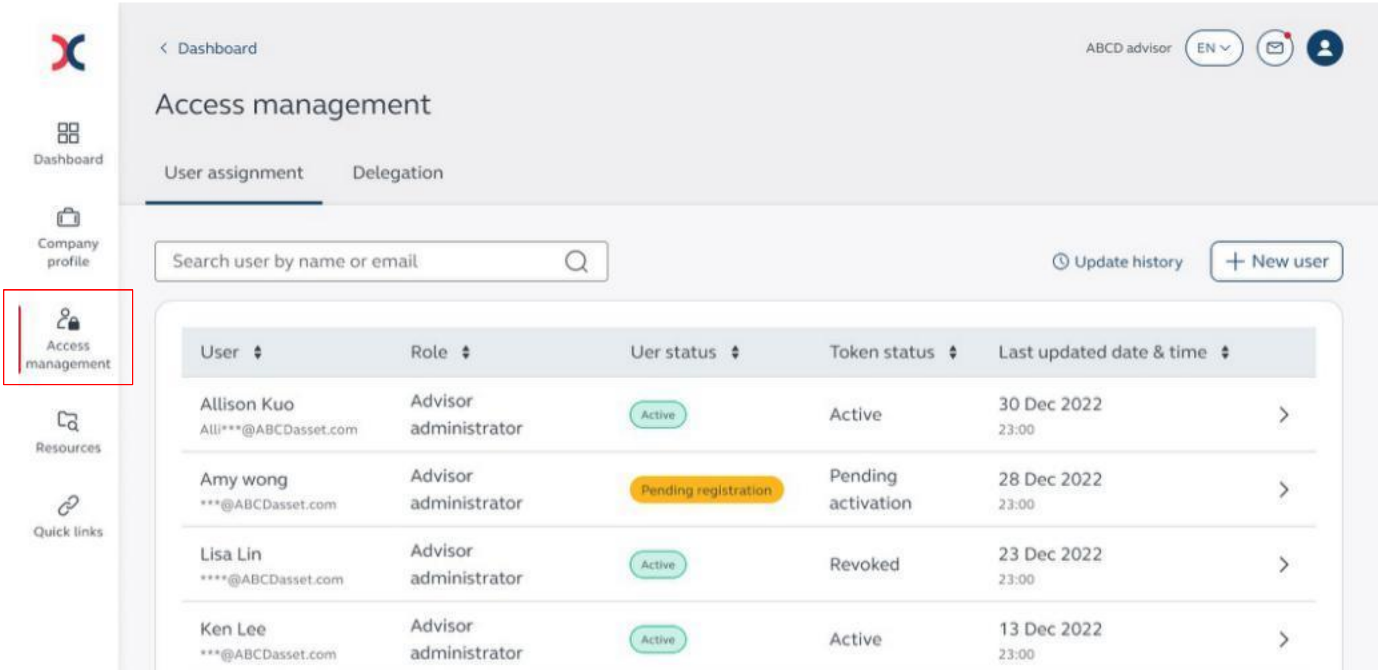

1. You can edit “Delegation details” of an adviser company on this page.

2. Click Confirm Confirm, you can submit the change.

### 2.2.2.3 Adviser user management

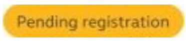
Click the Access management 

icon on the left navigation bar, you will be navigated to the User assignment page.

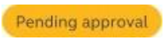



1. If your role is “Adviser administrator”, you can use the functions detailed in this section to add new user, view assignment, edit user information, remove user, revoke token and unlock user.

2. Badges below indicate the status of the user account:

(1) Pending registration 

: the user account has been created, but has not complete account activation.

(2) Pending approval 

: this status is applicable when the following change request has been raised but not yet been approved/rejected by HKEX IAP helpdesk

1) add user whose role is “Adviser administrator”

2) remove user whose role is “Adviser administrator”

3) change the role of an user from “Adviser administrator” to “Adviser user”

4) change the role of an user from “Adviser user” to “Adviser administrator”

(3) Active 

: the user account has been created, and has completed account activation.

(4) Disabled 

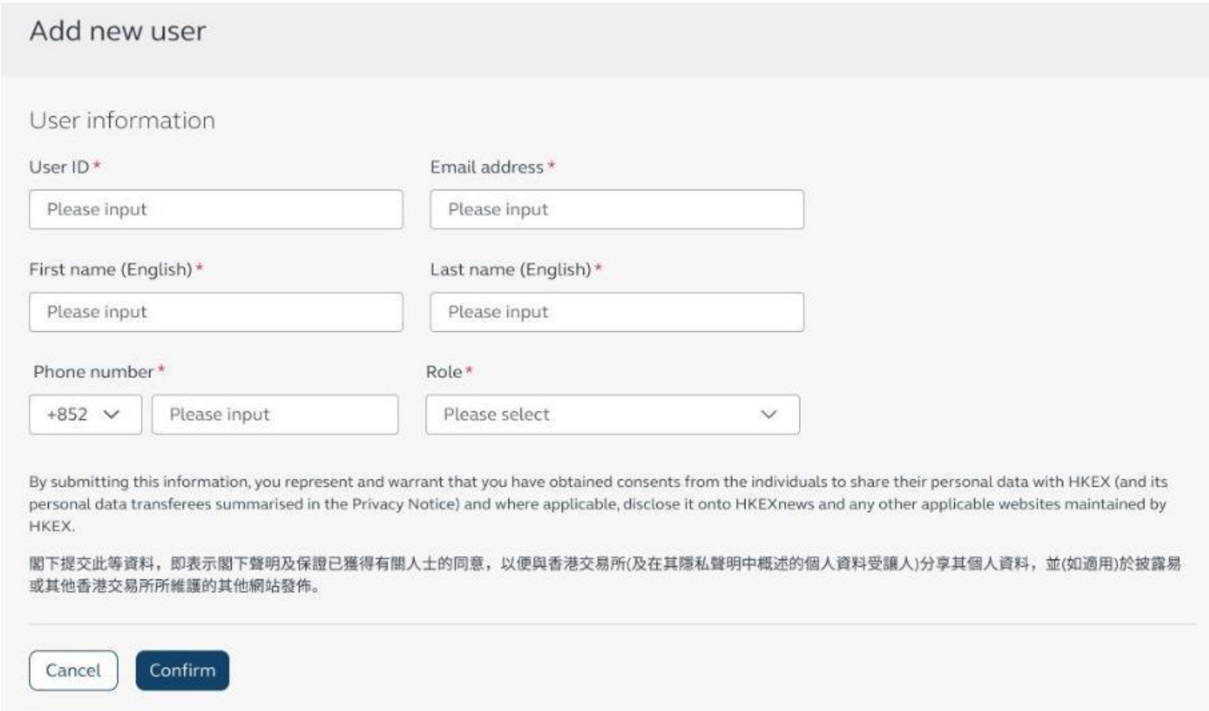
: an active user account has been disabled by HKEX IAP helpdesk, and the user cannot log in to HKEX IAP. You can contact HKEX IAP helpdesk if you want to enable the user account. Once enabled, the user status will be changed to “Active” and the user can login to HKEX IAP again.

## User assignment page

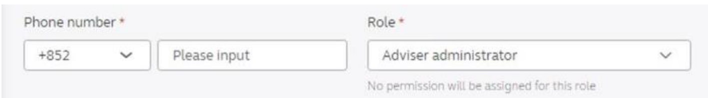
1. You can view all user(s) in your company on this page.
2. Click + New user 

, you can move to Add new user page.
3. Click an user in the table, you can move to View user permission page.

## Add new user page




1. You should input “User information” on this page, mandatory information is marked with an asterisk “*”.
2. If you selected “Advisor administrator” as “Role”, no permission can be assigned:



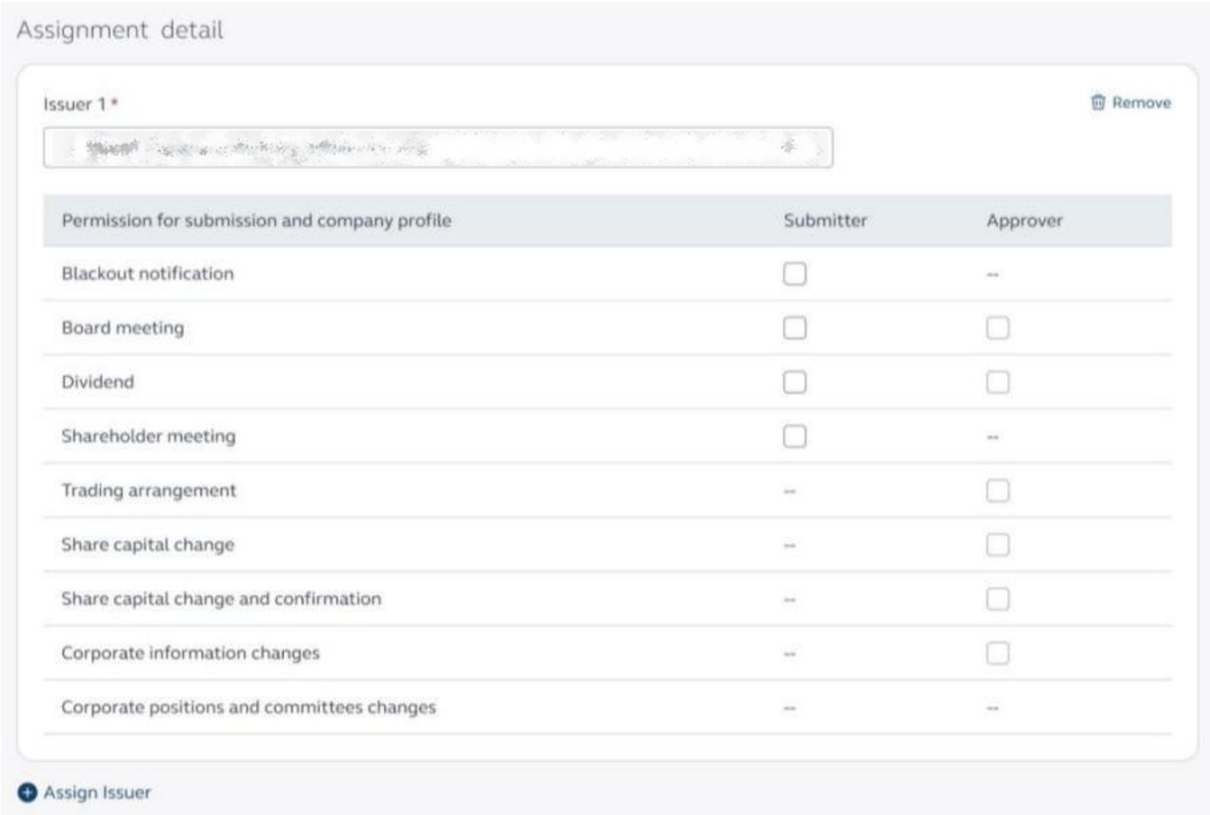

3. If you selected “Adviser user” as “Role”, you can view “Assignment details” and assign issuer(s) to the user.

   Note:

(1) You can only assign issuer(s) which has been delegated to your company through function in section “2.2.2.2 Delegation management (for issuer)”.

(2) “--” in the table indicates that the submitter/approver permission of the submission type does not exist or has not been delegated to your company.

(3) You should select issuer and check relevant checkbox(es) to assign submitter/approver permissions to the adviser user.




4. Click Confirm 

, you can add the new user to your company.

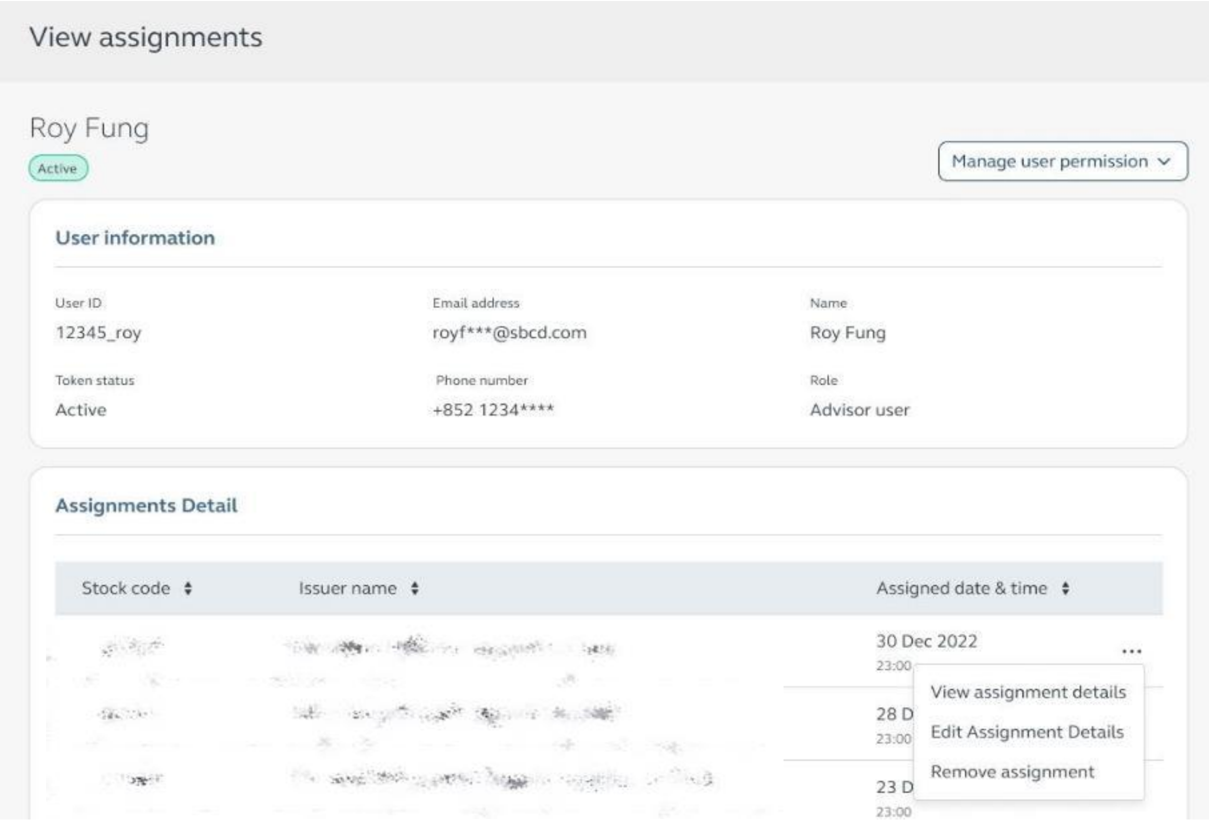
(1) If the “Role” is “Adviser administrator”, a new administrator creation request will be submitted to HKEX IAP helpdesk for approval. The result will be sent to the inbox of the adviser administrator who initiates the request, details please refer to section “6.3 Inbox”.

1) If approved, the user will be created in EIDP. The user will then be able to activate the account (refer to section “3.1 User account activation”) and log in to HKEX IAP (refer to section “3.2 Login”)

2) If rejected, the adviser administrator can restarted the process if needed

(2) If the “Role” is “Adviser user”, the user will be created in EIDP. The user will then be able to activate the account (refer to section “3.1 User account activation”) and log in to HKEX IAP (refer to section “3.2 Login”).

## View assignments page




1. You can view "User information" and "Assignments details" (applicable if the "Role" of the user is "Adviser user") on this page.

2. Click Manage user permission v Manage user permission, you may take the following actions towards the user, buttons available depends on the current status of the user:

   (1) For user who has not completed user account activation, click Resend registration email Resend registration email, you can send a new registration email to the email address to the user.

   (2) Click Edit user information Edit user information, you can move to Edit user information page.

   (3) Click Add assignment Add assignment, you can move to Add assignment page.

   (4) Click Remove user Remove user, the Remove user pop-up dialog will pop up. Click Confirm Confirm on the dialog:

1) if the “Role” of the user is “Adviser user”, you will remove the user from your company. The impacted user will be automatically logged out of HKEX IAP. If the impacted person wants to login, a new account must be created by adviser administrator user of the company (refer to “Add new user page”).

2) if the “Role” of the user is “Adviser administrator”, an adviser administrator removal request will be submitted to HKEX IAP helpdesk for approval. The result will be sent to the inbox of the adviser administrator who initiates the request, please refer to section “6.3 Inbox” for details.

a. If approved, the user will be removed from your company. The impacted user will be automatically logged out of HKEX IAP. If the impacted person wants to login, a new account must be created by adviser administrator user of the company (refer to “Add new user page”).

b. If rejected, the adviser administrator can still use the current account to login to HKEX IAP.

(5) Click Revoke token Revoke token , the Revoke token pop-up dialog will pop up. Click Confirm Confirm on the dialog, you can revoke the token of the user, and the impacted user will be automatically logged out of HKEX IAP and will not be able to login to HKEP IAP again.

(6) Click Unlock user Unlock user , the Unlock user pop-up dialog will pop up. Click Confirm Confirm on the dialog, you can unlock the user account, and the user will be able to login to HKEX IAP.

Note: user account will be locked when user input incorrect password consecutively for 6 times. The locked user account cannot login to the system.

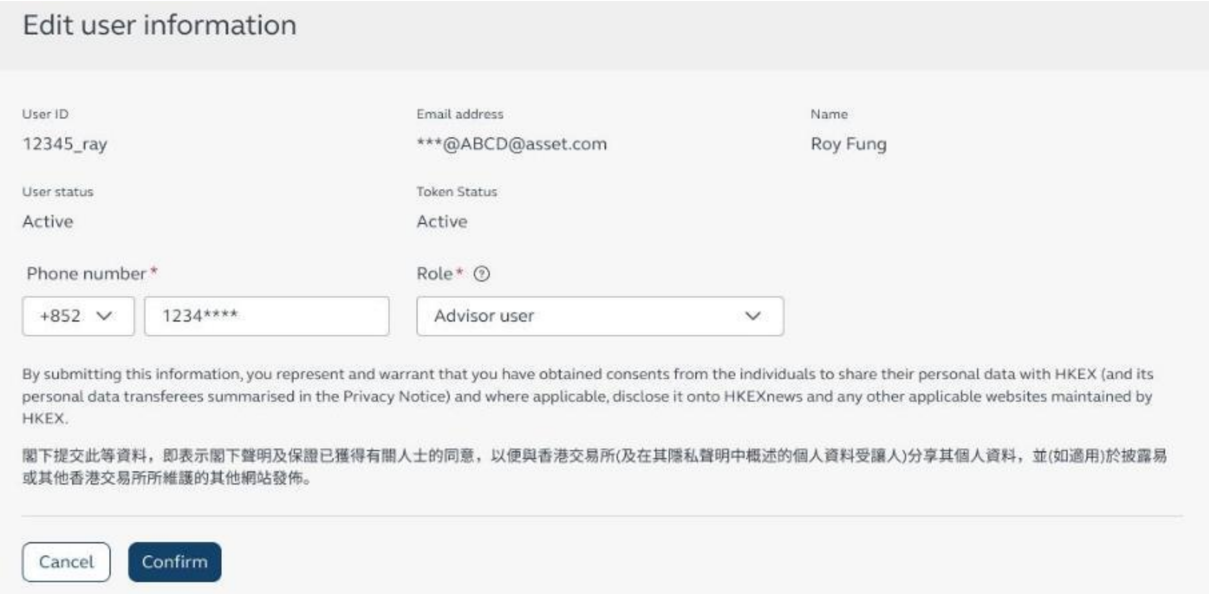
3. Click ... besides one item in the “Assignments Detail” table, you can:

(1) Click View assignment details View assignment details to move to View assignment details page.

(2) Click Edit assignment details Edit Assignment Details to move to Edit assignment details page.

(3) Click Remove assignment Remove assignment to open the Remove assignment pop-up dialog. Click Confirm Confirm on the dialog, you can remove the assignment of the user from the issuer.

## Edit user information page

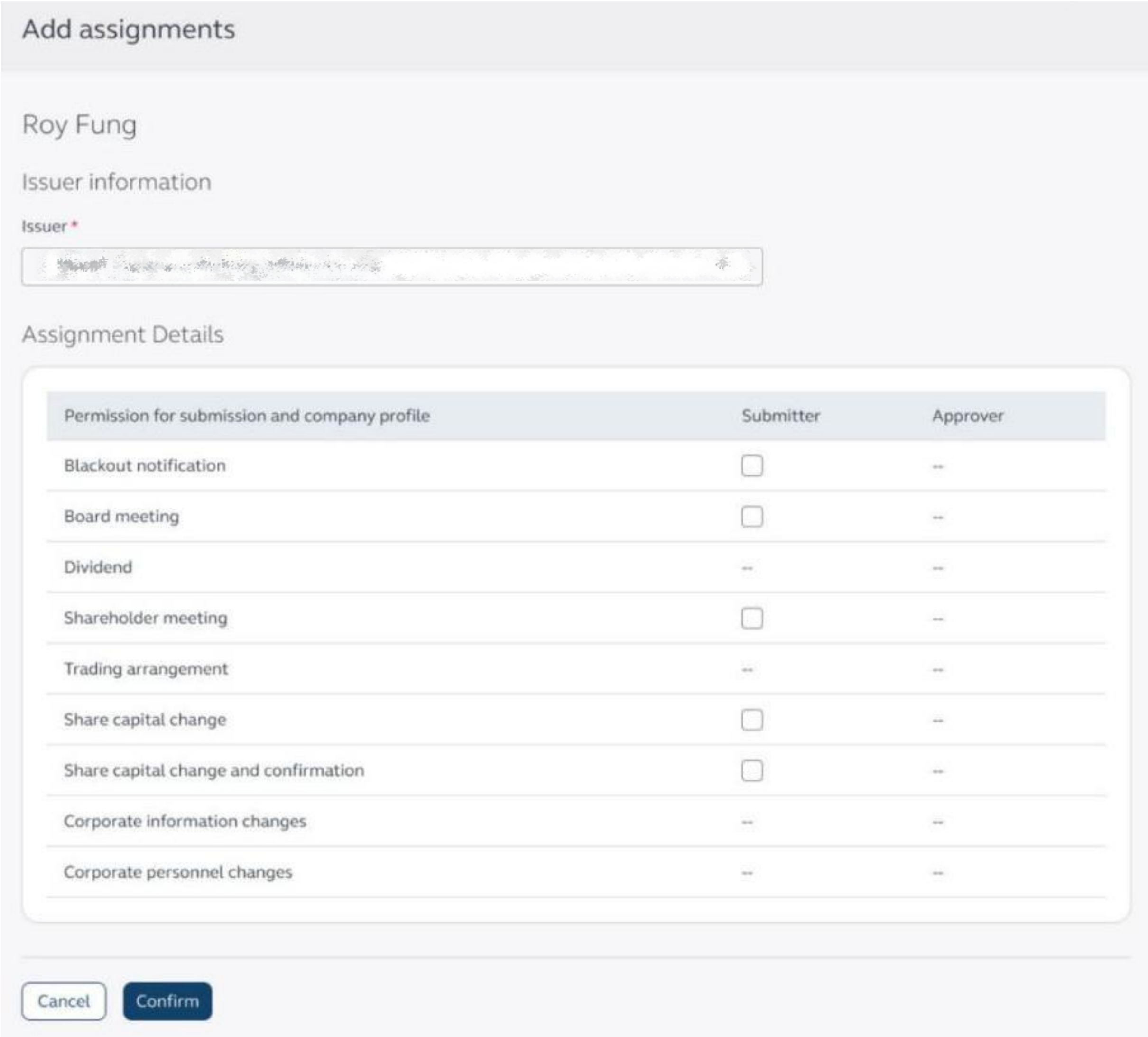



1. You can edit “User information” and “Assignment details” (applicable if you selected “Adviser user” as “Role”) of the user on this page, mandatory information is marked with an asterisk “*”.

2. Click Confirm 

, you can submit the change.

## Add assignment page


Add assignments

Roy Fung

Issuer information

Issuer *

Assignment Details

| Permission for submission and company profile | Submitter | Approver |
|---|---|---|
| Blackout notification | ☐ | -- |
| Board meeting | ☐ | -- |
| Dividend | -- | -- |
| Shareholder meeting | ☐ | -- |
| Trading arrangement | -- | -- |
| Share capital change | ☐ | -- |
| Share capital change and confirmation | ☐ | -- |
| Corporate information changes | -- | -- |
| Corporate personnel changes | -- | -- |

Cancel Confirm

1. You can add assignments to an user on this page.

   Note:

   (1) You can only assign issuer which has been delegated to your company through function in 2.2.2.3 Delegation management.

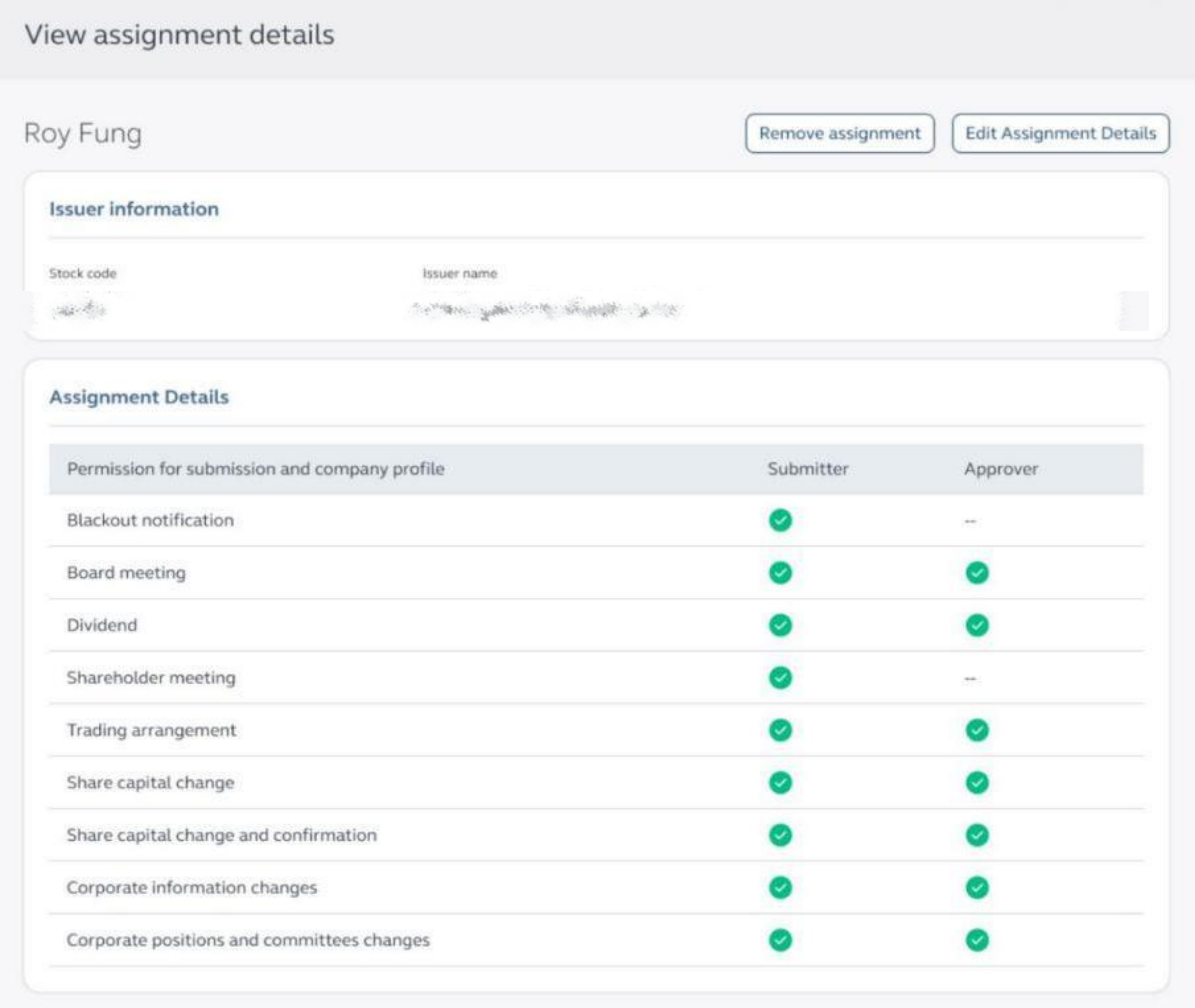
   (2) “--” on the “Assignment Details” table indicates the issuer has not delegate the “Submitter”/ “Approver” rights towards that submission and company profile.

   (3) Assign “Issuer A” to an adviser user, with “Submitter” permission towards “Blackout notification”, the user will have permission to submit “Blackout notification” submission for “Issuer A”.

2. Click Confirm 

, you can add assignments to the user.

## View assignment details page



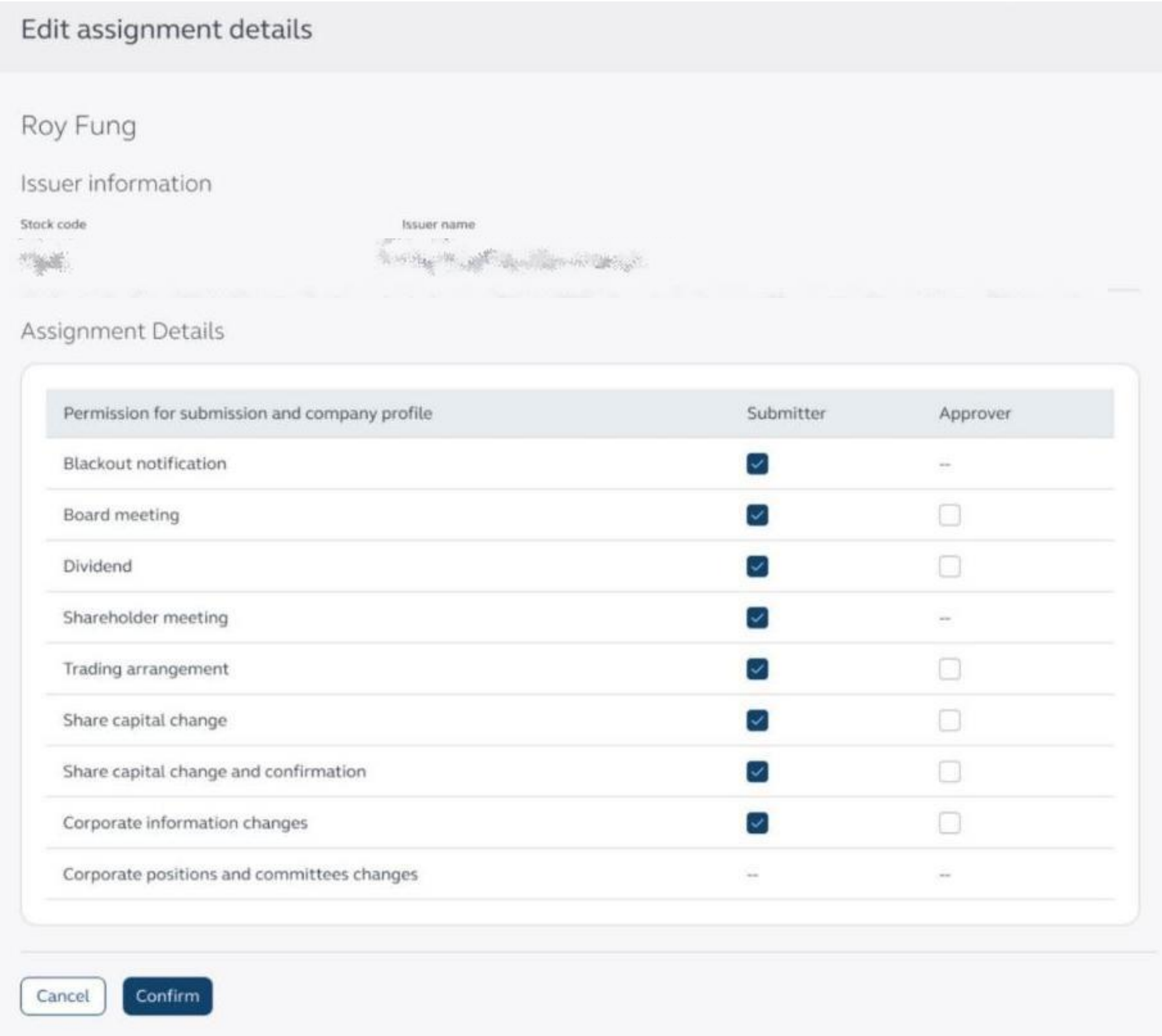

1. You can view assignments of adviser user under an issuer.

2. Click Remove assignment Remove assignment, the Remove assignment pop-up dialog will pop up.

   Click Confirm Confirm on the dialog, you can remove the assignment of the user from the issuer.

3. Click Edit assignment details Edit assignment details, you will be navigated to the Edit assignment details page.

## Edit assignment details page




1. You can edit an adviser user's assignments to a specific issuer on this page.

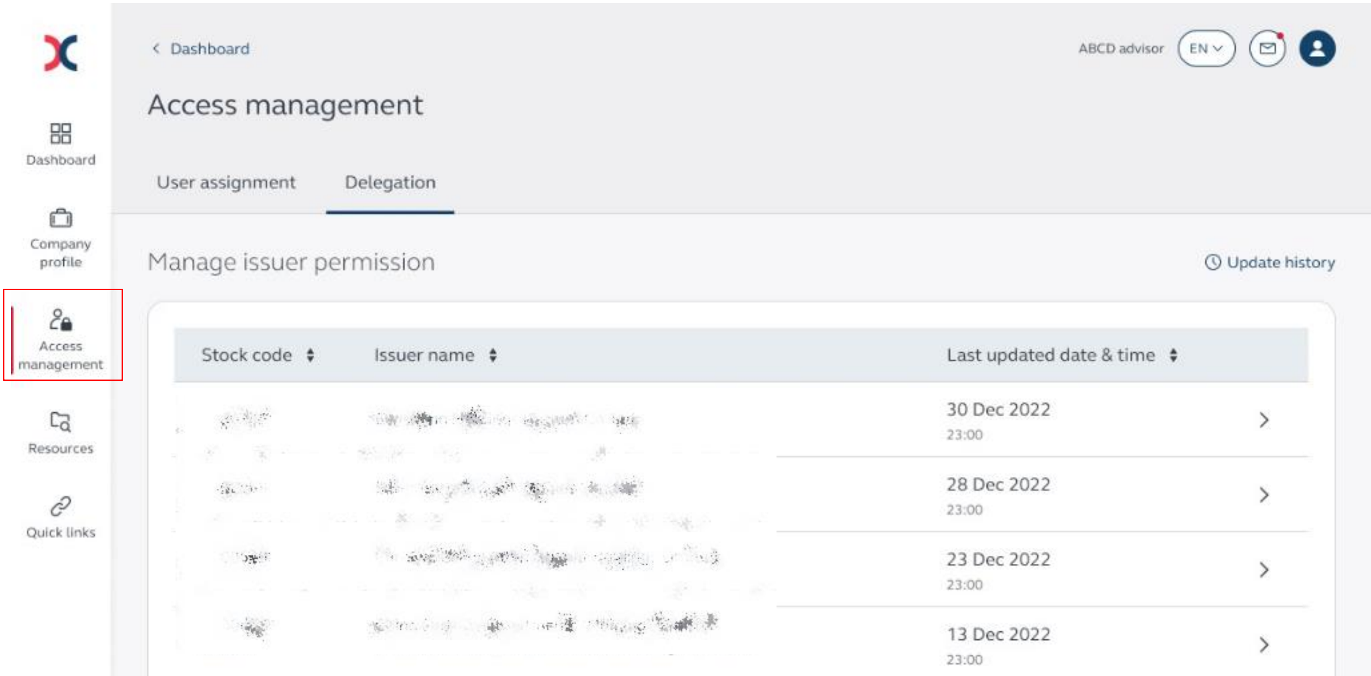
2. Click Confirm 

, the updated assignment setting will take effect immediately

### 2.2.2.4 Delegation management (for adviser)

Once issuer administrator user has delegated permissions to an adviser company, the adviser administrator user can view the delegated issuer and configure the assignments of the delegated permissions to each adviser user.

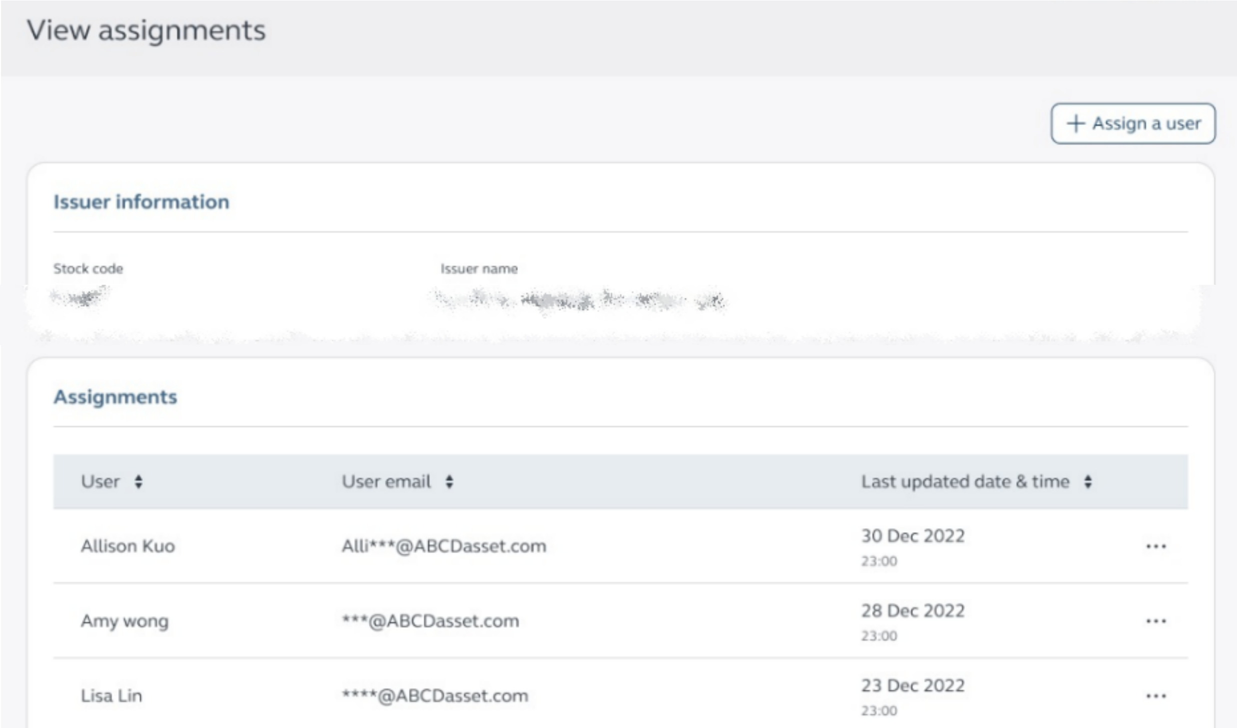
Click the Access management Access management icon on the left navigation bar, you will be navigated to the User permission page, then click Delegation Delegation, you will be navigated to the Delegation page.




1. You can view all issuer(s) which has delegated permissions to your company on this page.

2. Click an issuer in the table, you can move to View assignments page.

## View assignments page



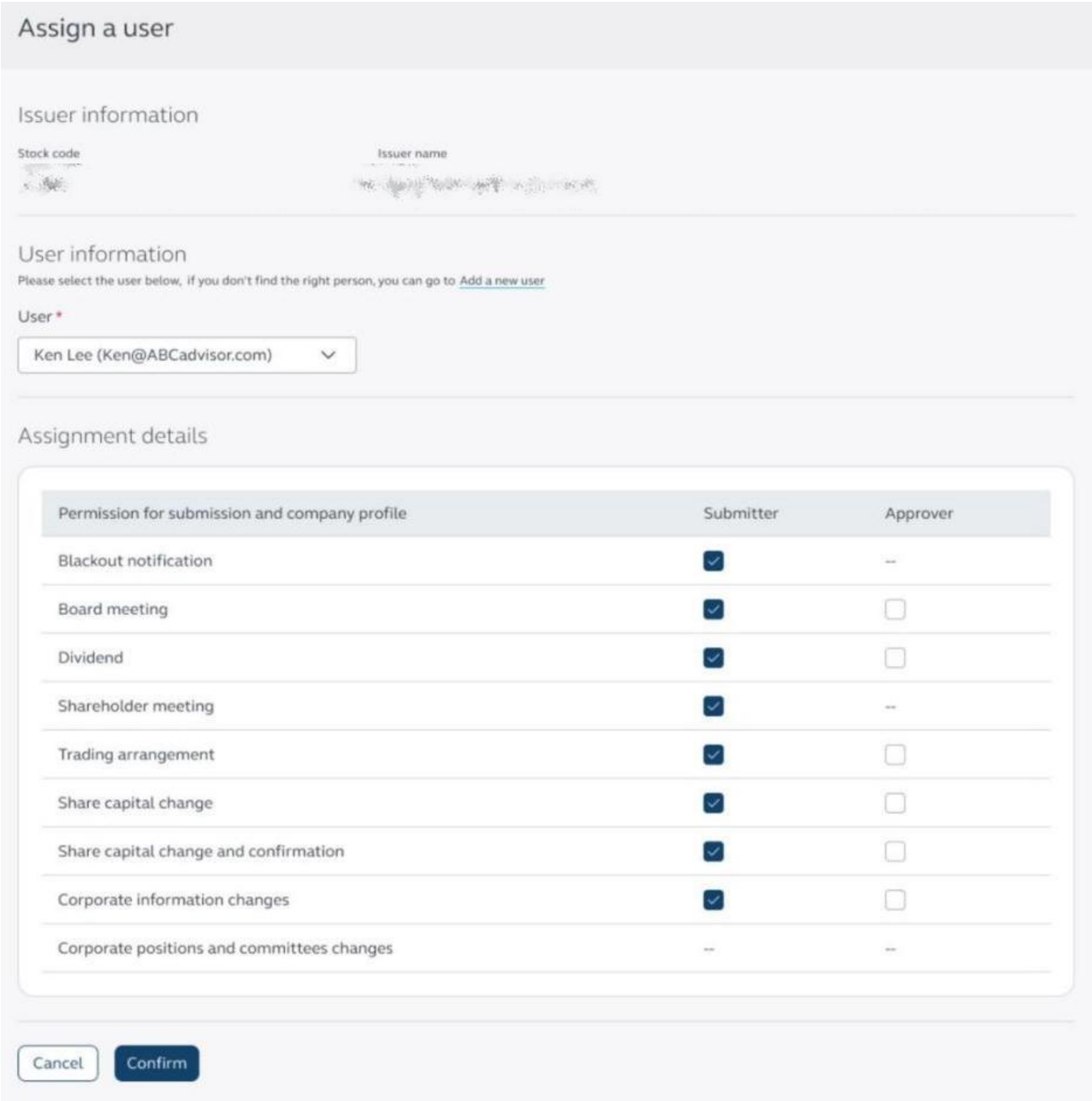

1. You can view all “Issuer information” and “Assignments” on this page. The “Assignments” table lists all the adviser user in your company who has been assigned permissions to the issuer company.
2. Click + Assign a user
3. Click ... besides one item in the “Assignments” table, you can:

   (1) Click View assignment details View assignment details to move to View assignment details page, details please refer to section “2.2.2.3 Adviser user management”.

   (2) Click Edit assignment details Edit Assignment Details to move to Edit assignment details page, details please refer to section “2.2.2.3 Adviser user management”.

   (3) Click Remove user from assignment Remove user from assignment to open the Remove assignment pop-up dialog. Click Confirm Confirm on the dialog, you can remove the assignment of the user from the issuer.

## Assign a user page




1. You can edit an adviser user’s assignments to a given issuer on this page.

2. Click Confirm Confirm, the updated assignment setting will take effect immediately.

## 2.3 Issuer profile setup

### 2.3.1 New issuer

1. If your company type is “Main Board or GEM issuer”, and the issuer profile status is “Not started”, the “Authorised representative (AR)” / “Issuer representative (IR)” user(s) created in “2.2 Functional roles granting” must set up issuer profile, submit to HKEX IAP helpdesk for approval.

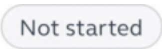
2. To complete the issuer profile setup, there are 3 steps:

   Step 1. Setup issuer profile: user with role “Authorised representative (AR)” or “issuer representative (IR)” with “**Submitter**” permission for “Corporate information changes”, “Corporate positions and committees changes” and/or “Share capital change”/“Share capital change and confirmation” should edit the issuer profile.

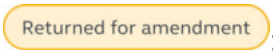
   Step 2. Submit to HKEX: user with role “Authorised representative (AR)” or “Issuer representative (IR)” with “**Approver**” permission for “Corporate information changes”, “Corporate positions and committees changes”, “Share capital change” and/or “Share capital change and confirmation” must checked and submitted the issuer profile setup request to HKEX IAP helpdesk for approval.

   Step 3. HKEX approval: the HKEX IAP helpdesk will review the request and may return for amendment or approve it. Upon approval, user(s) of your company can start making submission and create case using functions detailed in section “5. Submissions and case”.

3. Badges below indicate the status of the issuer profile setup:

   (1) Not started 

: the company registration has been approved by HKEX, but the issuer profile setup has not yet been started by any user in your company.

   (2) Returned for amendment 

: the issuer profile setup request has been rejected by HKEX IAP helpdesk and returned for you to amend.

   (3) Amended 

: user in your company has edited the issuer profile and saved the changes, but has not submitted the issuer profile setup request to HKEX IAP helpdesk for approval.

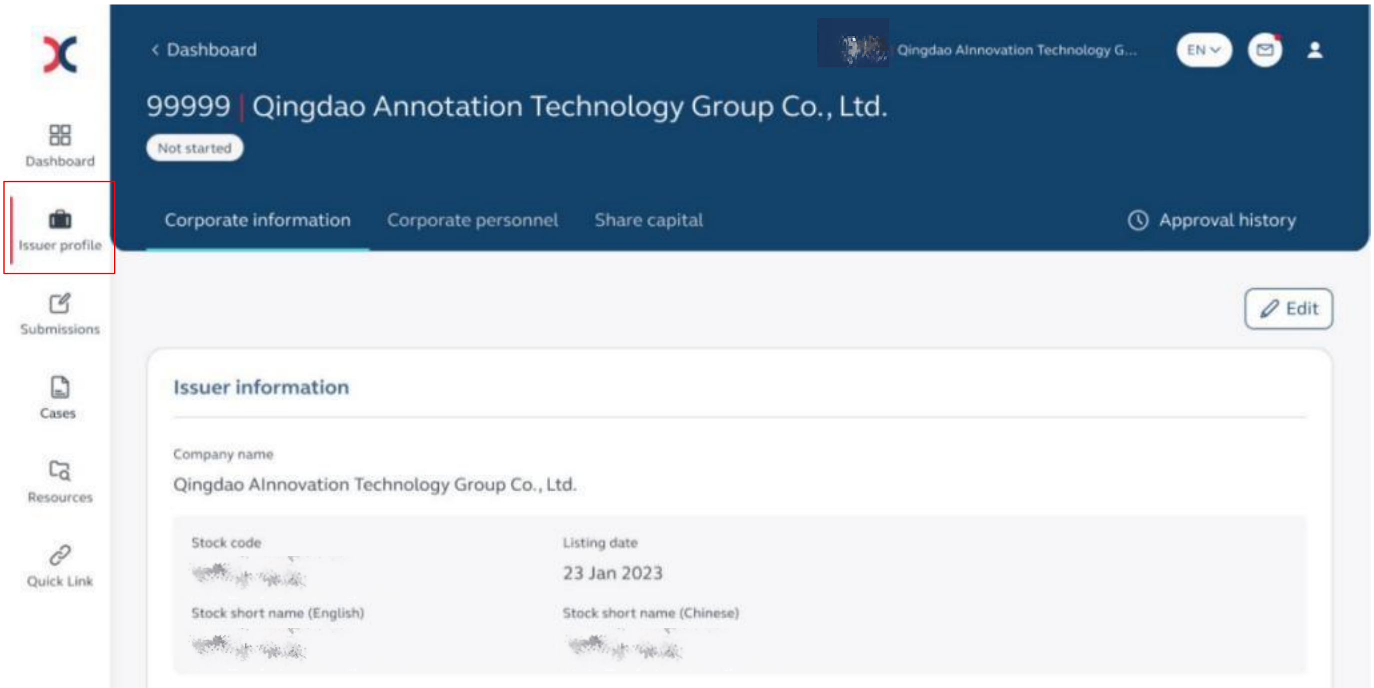
   (4) Pending HKEX approval 

: user in your company has submitted the issuer profile setup request to HKEX IAP helpdesk for approval. Upon approval, the onboarding procedures of the issuer is completed.

## Step 1. Setup issuer profile

Click the Issuer profile icon 

on the left navigation panel, you will be navigated to the issuer profile.




Issuer profile consists of 3 tab pages, each of them is related to specific "Permissions for submission and company profile":

| Tab page | Permissions for submission and company profile |
|---|---|
| Corporate information tab page | Corporate information |
| Corporate personnel tab page | Corporate positions and committees changes |
| Share capital tab page | Share capital change |
| | Share capital change and confirmation |

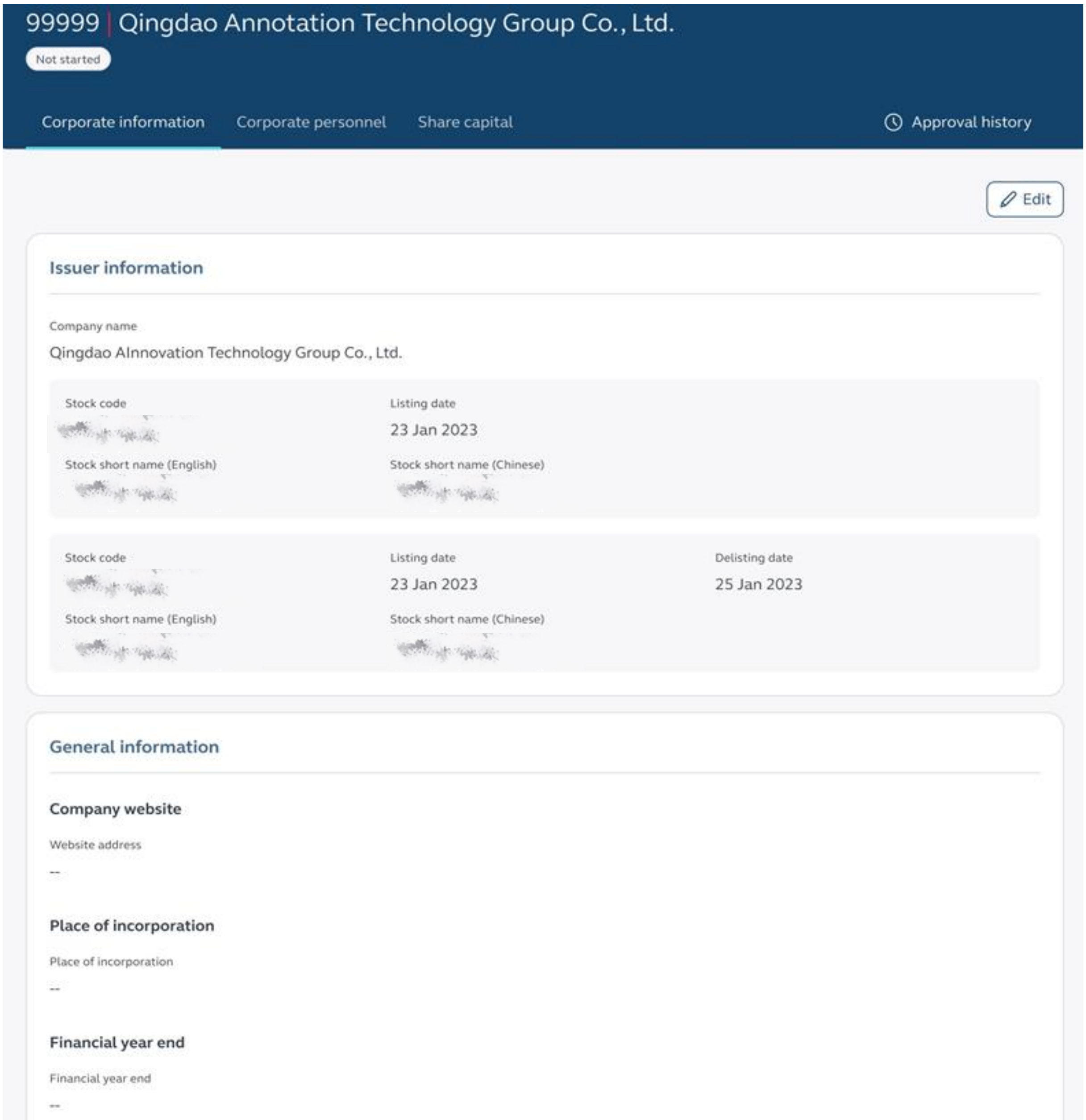
To view the tab page, you must have the "Submitter" or "Approver" permissions for the specific submission and company profile.

To edit the content in one tab page, you must have the "Submitter" permissions for the specific submission and company profile. And you can edit the content any time before the issuer profile setup request is approved by HKEX IAP helpdesk.

To click Submit to HKEX, you must have the "Approver" permissions for all the four submissions and company profile.

## 1. Corporate information setup

### Corporate information tab page




The 1st tab page of the issuer profile is "Corporate information tab page", it consists of 5 sections:

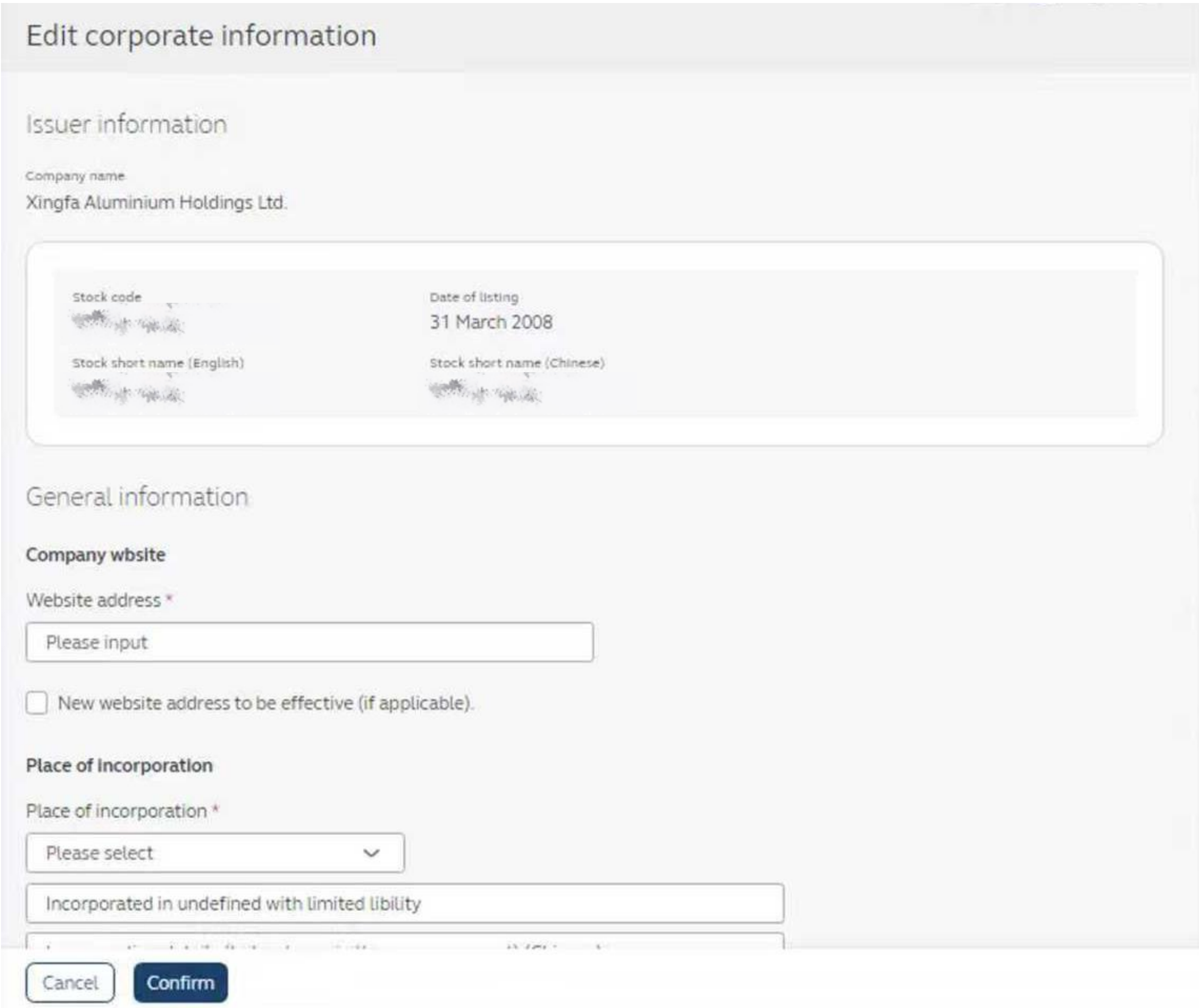
| |
|---|
| Issuer information |
| General information |
| Auditors |
| Share registrar |
| Service agent |

Value in the “Issuer information” section is generated using function detailed in section “2.1.1 New issuer/adviser onboarding” > “2.1.1.1 Company registration” and cannot be edited. You should complete the other 4 sections.

Click Edit  in the upper right corner of the page, you will be navigated to the Edit corporate information page.



### Edit corporate information page




Note: on this page, every data field except auditor(s) has a corresponding checkbox named “New data field to be effective (if applicable)”: if the value of the data field will be changed in the future, you can check the checkbox and input the new data in the field(s) appeared, and a “Effective date”. Doing so, on the “Effective date”, the change will be automatically implemented to modify the issuer profile.

You must complete the following 4 sections all at once, mandatory information is marked with an asterisk

“*”:

1. General information:

   1) Company website: the address (link) of the company’s official website.

   2) Place of incorporation: select the incorporation or registration place of the company from the drop-down list, and enter the incorporation description.

   3) Financial year end: select a date from the 1st drop-down list, then select a month from the 2nd drop-down list.

   4) Registered office/address: enter the registered office/address of the company (both English and Chinese).

   5) Registered place of business in Hong Kong: enter the registered place of business in Hong Kong (both English and Chinese).

2. Auditors:


You can add multiple auditors (e.g. for A+H or dual primary listed issuers) in this section.

(1) Click + New auditor New auditor, the Add auditor dialog will pop up. You must enter the following information:

   1) Name: input the name of the auditor company in both English and Chinese. Move the mouse over the ? ? icon to check more instructions

   2) Appointment date: The date when the auditing company became the auditor of the company.

   3) End date: The date on which the auditing company ceases to serve as its auditor

   Once completed, click Confirm Confirm in the dialog, you can save the new auditor information.

(2) Click the ··· button, then click the Edit Edit button, the Edit auditor dialog will pop up with pre-filled field values, click Confirm Confirm in the dialog, you can save the change.

(3) Click the ··· button, then click the Remove Remove button, the Remove auditor dialog will pop up, click Confirm Confirm in the dialog, you can remove the auditor.

3. Share registrar:

(1) Principal share registrar

1) Name of share registrar principal: enter the name of share registrar principal (both English and Chinese).

2) Address: enter the address of the share registrar principal (both English and Chinese).

(2) Hong Kong branch share registrar

1) Name of Hong Kong branch share registrar: the name of the Hong Kong branch share registrar (both English and Chinese).

2) If the address of the Hong Kong branch share registrar is same as the address of the share registrar principal office, you can select “The address of the Hong Kong branch share registrar is same as the address of the share registrar principal office.” checkbox to save your effort.

3) Address: address of the Hong Kong branch share registrar (both English and Chinese).

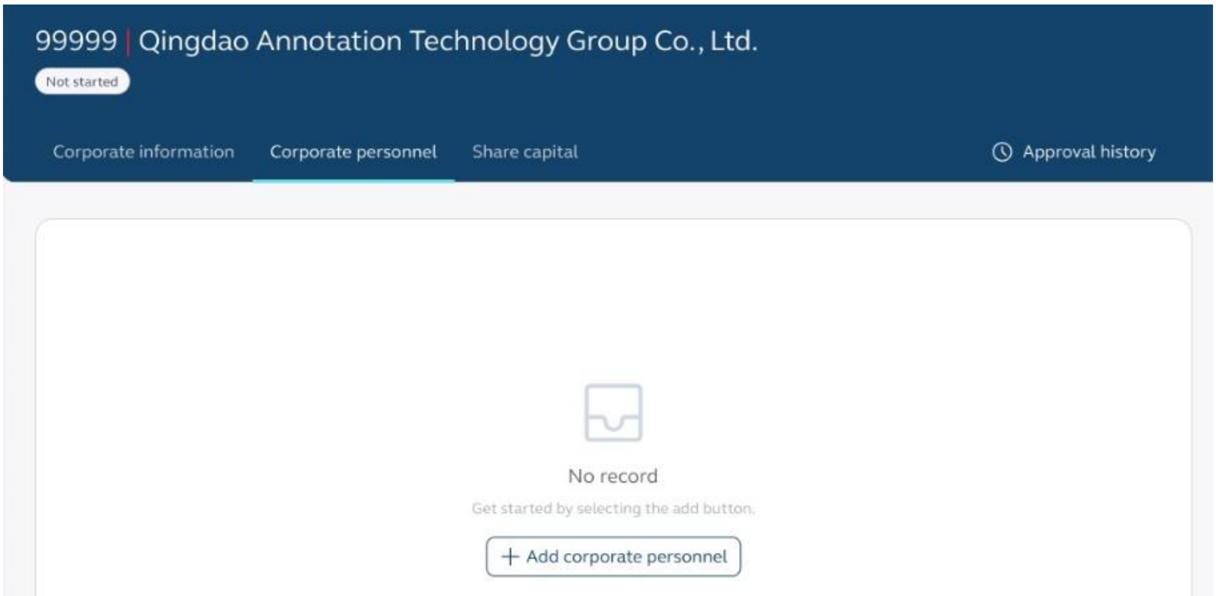
4. Service agent:

(1) Agent for the service of process in Hong Kong: the agent of the company for the service of process in Hong Kong (both English and Chinese).

Once completed, click the Confirm Confirm button, you can save all the inputs and will be navigated back to the Corporate information tab page.

## 2. Corporate personnel setup

### Corporate personnel tab page




The 2nd tab page of the issuer profile is “Corporate personnel tab page”.

It is almost the same as 5.2.2 Corporate and personnel changes - G. Corporate positions and committees changes.

For actions on “Corporate personnel page”, please refer to G.1 Corporate positions and committees landing page.

For the process of adding / editing a new personnel, please refer to G.2 Appoint new personnel.

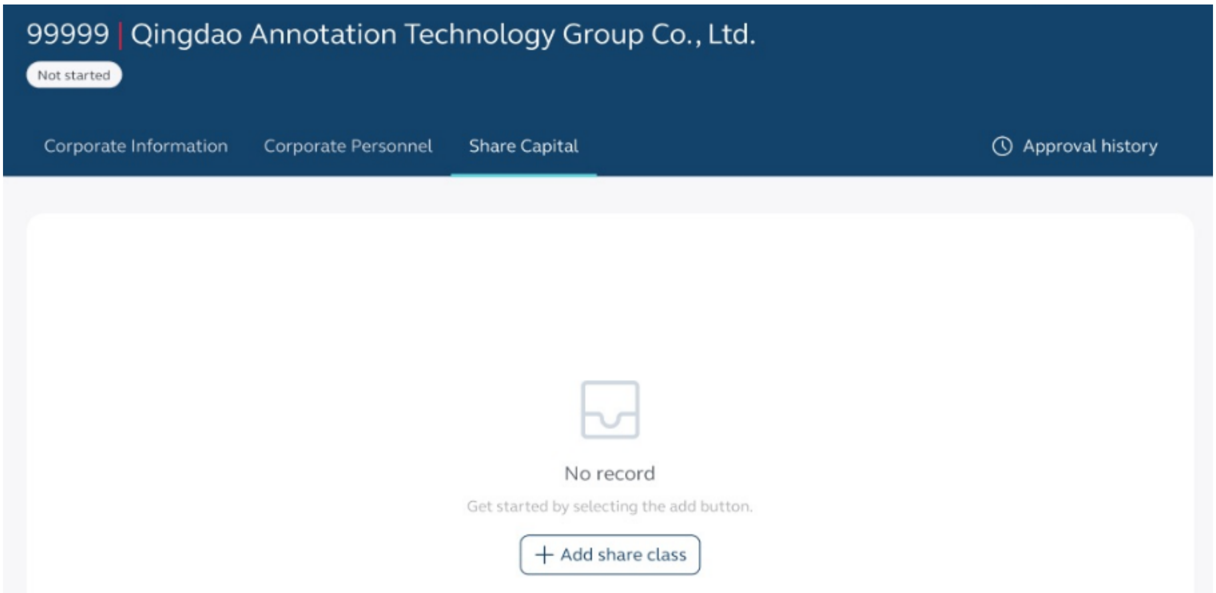
Here are several distinctions with 5.2.2 Corporate and personnel changes - G. Corporate positions and committees changes:

1. If there is not any personnel on “Corporate personnel page”, there will be only one button available on this page: Add corporate personnel + Add corporate personnel. Click it to add the 1st personnel of the company. See details in 5.2.2 Corporate and personnel changes - G.2 Appoint new personnel.
2. In the last step of G.2 Appoint new personnel, “Step 4. Summary”, the button Add more changes Add more changes is substituted by Confirm Confirm. Click it, you can save all the inputs and will be navigated back to Corporate personnel tab page.
3. In the last step of G.2 Appoint new personnel, “Step 4. Summary”, the button Next step > Next step > is not available.
4. For a user with only the “submitter” permission, there is not any button available on the bottom of the page.

5. For a user with the “Approver” permission of “Corporate information changes”, “Corporate positions and committees changes”, “Share capital change” and “Share capital change and confirmation”, the buttons on the bottom of the page is substituted by Submit to HKEX 

, whose function is to submit the issuer profile to the HKEX for internal assessment. See details in Step 2. Submit to HKEX.

### 3. Share capital setup




The 3rd tab page of the issuer profile is “Share capital tab page”.

It is almost the same as section “5.1.4 Share capital” > “H. Share capital change (Next Day Disclosure Return, NDDR” and “I. Share capital change and confirmation (Monthly Return, MR)”.

1. For actions on “Share capital page”, please refer to section “H.1 Share capital change overview”.
2. For the process of adding / editing a new share class, please refer to section “H.2 Share class management”.
3. For the process of adding / editing new share class items, please refer to section “H.3 Sub share class management”.
4. REITs issuers, please refer to “Note” in section “H.Share capital change (Next Day Disclosure Return, NDDR)”.
5. HDR issuers, please refer to section “I.2 HDR issuer” for its special parts.
6. ETP issuers, please refer to section “I.3 ETP issuer” for its special parts.
7. Here are several distinctions with content in section “5.1.4 Share capital” > “H. Share capital change (Next Day Disclosure Return, NDDR)":

1) If there is not any share class on “Share capital page”, there will be only one button available on this page: Add share class [+ Add share class]. Click it to add the 1st share class of the company. See details in section “5.1.4 Share capital” > “H.2 Share class management”.

2) For a user with only the “Submitter” permission, there is not any button available on the bottom of the page.

3) For a user with the “Approver” permission of “Corporate information changes”, “Corporate positions and committees changes”, “Share capital change” and “Share capital change and confirmation”, the buttons on the bottom of the page is substituted by Submit to HKEX [Submit to HKEX], whose function is to submit the issuer profile to the HKEX for internal assessment. See details in Step 2. Submit to HKEX.

### Step 2. Submit to HKEX

To take this step, your role must be “Authorised representative (AR)” user, or an “Issuer representative (IR)” user with “Approver” permission for “Corporate information changes”, “Corporate positions and committees changes”, “Share capital change” and “Share capital change and confirmation”.

1. Once a user with “submitter” permission clicks Confirm [Confirm], the inputs will be saved to the system and visible to the users with “Approver” permission above.
2. The approver should carefully check the information in the 3 tabs, notifying the “Submitter” any errors.
3. Click the Submit to HKEX [Submit to HKEX] button, the Submit confirmation dialog will pop up. Click the Confirm [Confirm] button in the dialog, you can submit the issuer profile setup request to HKEX for internal assessment and will be navigated to the Pending HKEX review acknowledgement page.

### Step 3. HKEX approval

This step is performed by HKEX IAP helpdesk.

1. Upon approval, the onboarding procedure is completed, and a notification message will be sent to the inbox of the approver who performed “Submit to HKEX”.
2. Upon rejection, the issuer profile status will change to “Returned for amendment”, a notification message will be sent to the inbox of the approver who performed “Submit to HKEX”. The approver can notice the submitter to revise the issuer profile, then submit it to HKEX again if needed.

### 2.3.2 Existing issuer

1. For existing Main Board or GEM issuer(s), the system will prepare data for "Corporate information" and "Corporate personnel" of your company, you can view the data in the issuer profile. And the "Authorised representative (AR)" / "Issuer representative (IR)" user(s) created in "2.2 Functional roles granting" must set up issuer profile, submit to HKEX user for approval.

2. To complete the issuer profile setup, there are 3 steps:

   Step 1. Setup issuer profile: user with role "Authorised representative (AR)" or "issuer representative (IR)", and "**Submitter**" permission of "Corporate information changes" or "Corporate positions and committees changes" should edit the issuer profile.

   Step 2. Submit to HKEX: user with role "Authorised representative (AR)" / "Issuer representative (IR)", and "**Approver**" permission of "Corporate information changes" and "Corporate positions and committees changes" must checked and submitted the issuer profile setup request to HKEX IAP helpdesk for approval.

   Step 3. HKEX approval: the HKEX IAP helpdesk will review the request and may return for amendment or approve it. Upon approval, user(s) of your company can start performing submission and case using functions detailed in section "5. Submissions and cases".

3. Badges below indicate the status of the issuer profile setup:

   (1) Not started Not started: the company registration has been approved by HKEX, but the issuer profile setup has not yet been started by any user in your company.

   (2) Returned for amendment Returned for amendment: the issuer profile setup request has been rejected by HKEX IAP helpdesk and returned for you to amend.

   (3) Amended Amended: user in your company has edited the issuer profile and saved the changes, but has not submitted the issuer profile setup request to HKEX IAP helpdesk for approval.

   (4) Pending HKEX approval Pending HKEX approval: user in your company has submitted the issuer profile setup request to HKEX IAP helpdesk for approval. Upon approval, the onboarding procedures of the issuer is completed.

## Step 1. Setup issuer profile

Click the Issuer profile icon 

on the left navigation panel, you will be navigated to the issuer profile.


Issuer profile consists of 2 tab pages, each of them is related to specific "Permissions for submission and company profile":

| Tab page | Permissions for submission and company profile |
|---|---|
| Corporate information tab page | Corporate information |
| Corporate personnel tab page | Corporate positions and committees changes |

To view the tab page, you must have the "Submitter" or "Approver" permissions for the specific submission and company profile.

To edit the content in one tab page, you must have the "Submitter" permissions for the specific submission and company profile. And you can edit the content any time before the issuer profile status is changed to "Approved".

To click Submit to HKEX, you must have the "Approver" permissions for all the four submission and company profile.

### 1. Corporate information setup

The function is the same as that for new issuer, details please refer to section “2.3.1 New issuer” > “1. Corporate information setup”.

### 2. Corporate personnel setup

The function is the same as that for new issuer, details please refer to section “2.3.1 New issuer” > “2.Corporate personnel setup”.

## Step 2. Submit to HKEX

To take this step, your role must be “Authorised representative (AR)” user, or an “Issuer representative (IR)” user with “Approver” permission for “Corporate information changes” and “Corporate positions and committees changes”.

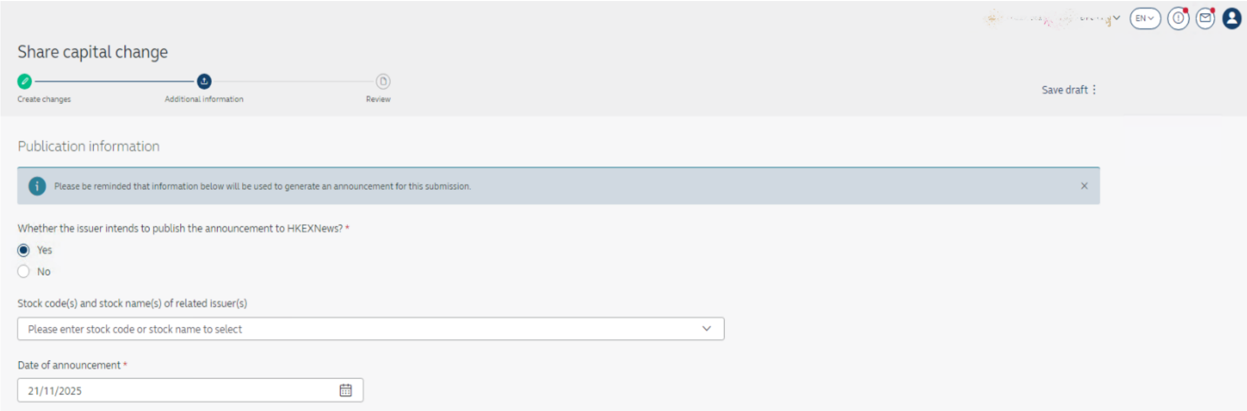
1. Once a user with “submitter” permission clicks Confirm [Confirm], the inputs will be saved to the system and visible to the users with “Approver” permission above.
2. The approver should carefully check the information in the 3 tabs, notifying the “Submitter” any errors.
3. Click the Submit to HKEX [Submit to HKEX] button, the Submit confirmation dialog will pop up. Click the Confirm [Confirm] button in the dialog, you can submit the issuer profile setup request to HKEX for internal assessment and will be navigated to the Pending HKEX review acknowledgement page.

## Step 3. HKEX approval

This step is performed by HKEX IAP helpdesk.

1. Upon approval, the onboarding procedure is completed, and a notification message will be sent to the inbox of the approver who performed “Submit to HKEX”.
2. Upon rejection, the issuer profile status will change to “Returned for amendment”, a notification message will be sent to the inbox of the approver who performed “Submit to HKEX”. The approver can notice the submitter to revise the issuer profile, then submit it to HKEX again if needed.

> *Remarks:*
>
> *After the first week after profile setup, listed issuers will have one week to update the Share Capital section in HKEX IAP to align any pre-existing share capital information, where necessary. During this update period, the share capital submission publication function can be disabled by selecting "No" for the option "whether the issuer intends to publish the announcement to HKEXNews?". For the avoidance of doubt, new changes to share capital information during the one-week period shall be published via HKEX IAP.*




# 3. Issuer access platform overview

## 3.1 User account activation

User account activation covers 2 scenarios:

1. New user activates account before login: after the first administrator user account is created following company registration approval (refer to section "2.1.1.1 Company registration", or when a new user is added by the issuer/adviser administrator and created in EIDP (refer to section "2.2.2.1 Issuer user management"/ "2.2.2.3 Adviser user management", the user account must be activated before user can login HKEX IAP.

2. Existing user activates account after the user's token has been revoked (refer to section "2.2.2.1 Issuer user management"/ "2.2.2.3 Adviser user management").

Input and open the URL of HKEX IAP (https://www.hkex.com.hk/Services/Platform-Services/Issuer-Access-Platform?sc_lang=en) in the web browser, you will enter the "Welcome To HKEX Issuer Access Platform" page, click Login / Account activation on the banner, you will be navigated to "Step 1 Activate account".


To complete the account activation, there are 4 steps:

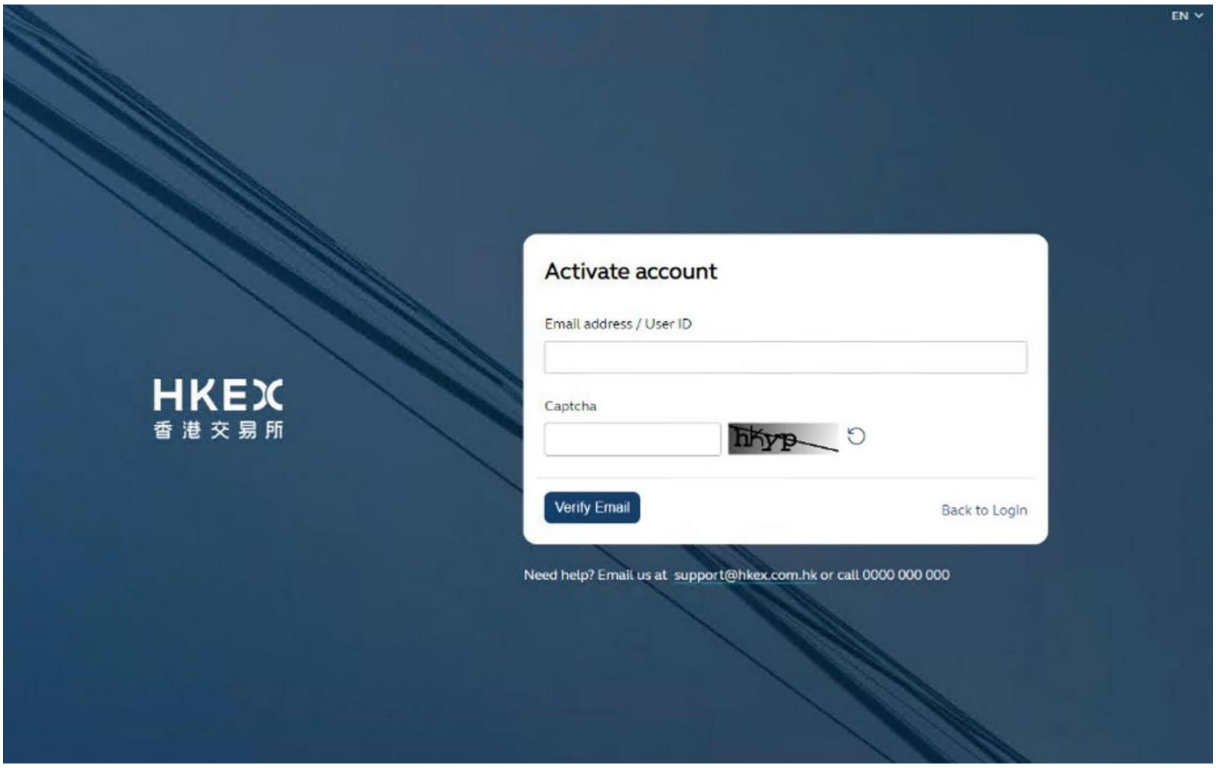
Step 1. Activate account

Step 2. OTP verification

Step 3. Create password

Step 4. Token enrolment

### Step 1. Activate account




1. You must provide:

(1) Email address / User ID: this is the email address / User ID provided during user account creation procedure.

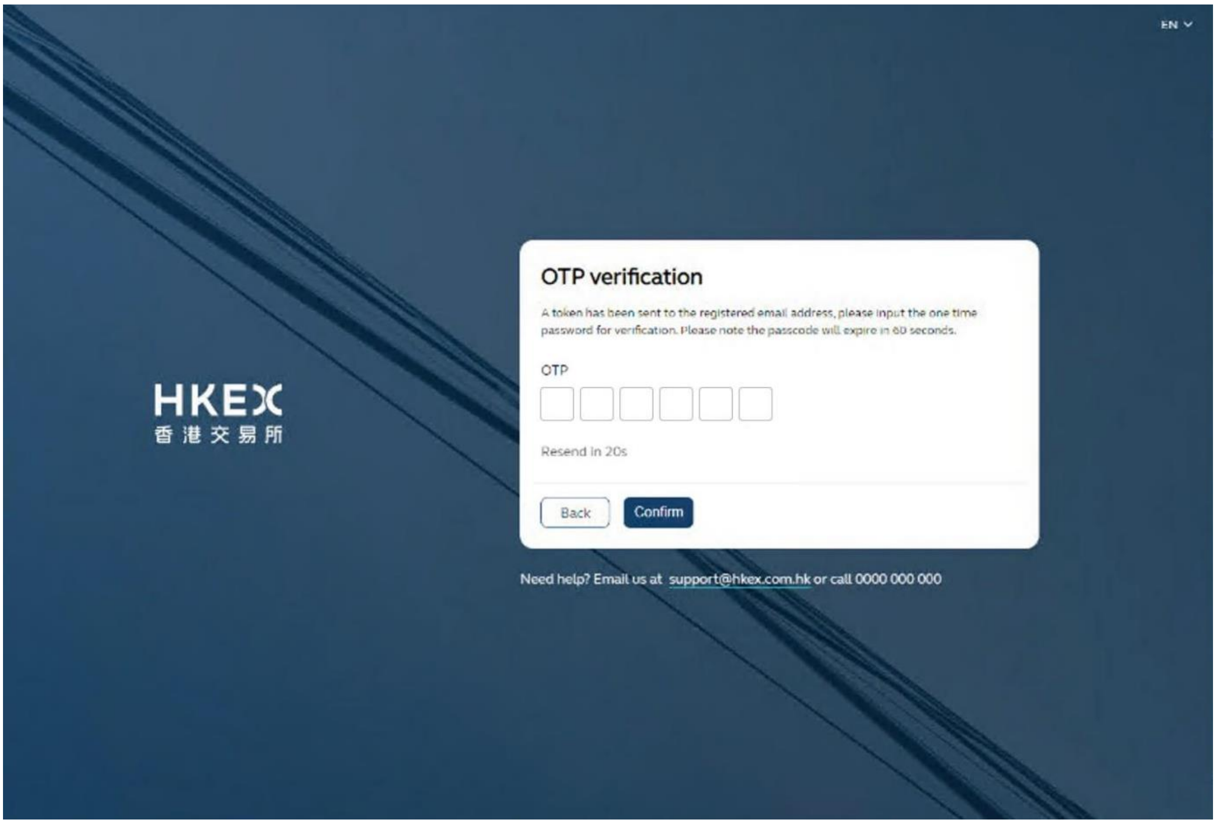
Note: if you are the first administrator user created during company registration procedure, the system will automatically create your user ID by adding a unique company identifier in front of the "User name" provided in the "Admin information" section in "Step 3. Personal information", you can use the email address provided in that section to activate account, details please refer to section "2.1.1.1 Company registration".

If you are the user added by the administrator user (refer to section "2.2.2 User management"), the user ID will be inputted by the administrator and you can contact he/she for reference.

(2) Captcha, case-sensitive.

2. Once completed, click Verify Email  to move to Step 2. OTP verification, and the system will automatically send a 6-digit OTP to the email address you inputted, or the email address linked to the user ID you inputted.

## Step 2. OTP verification

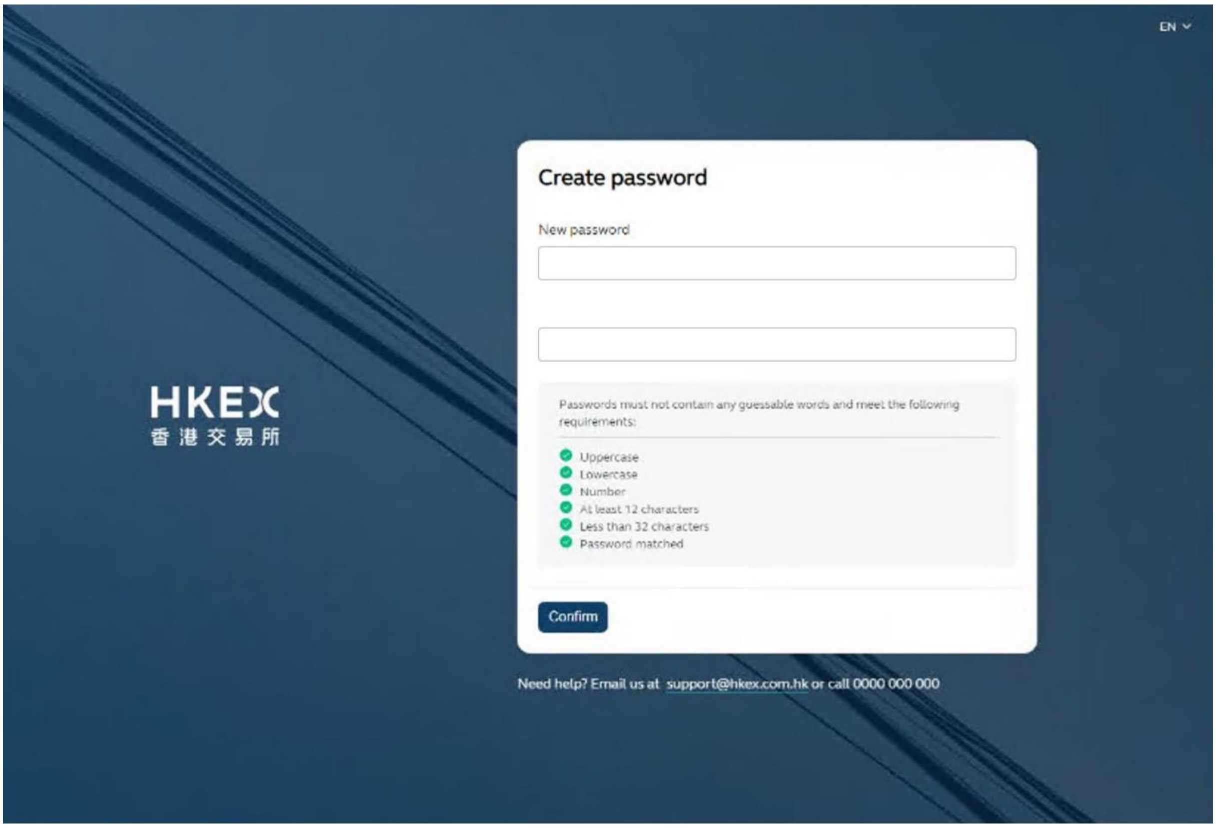



1. You must provide the received OTP.

2. Once completed, click Confirm 

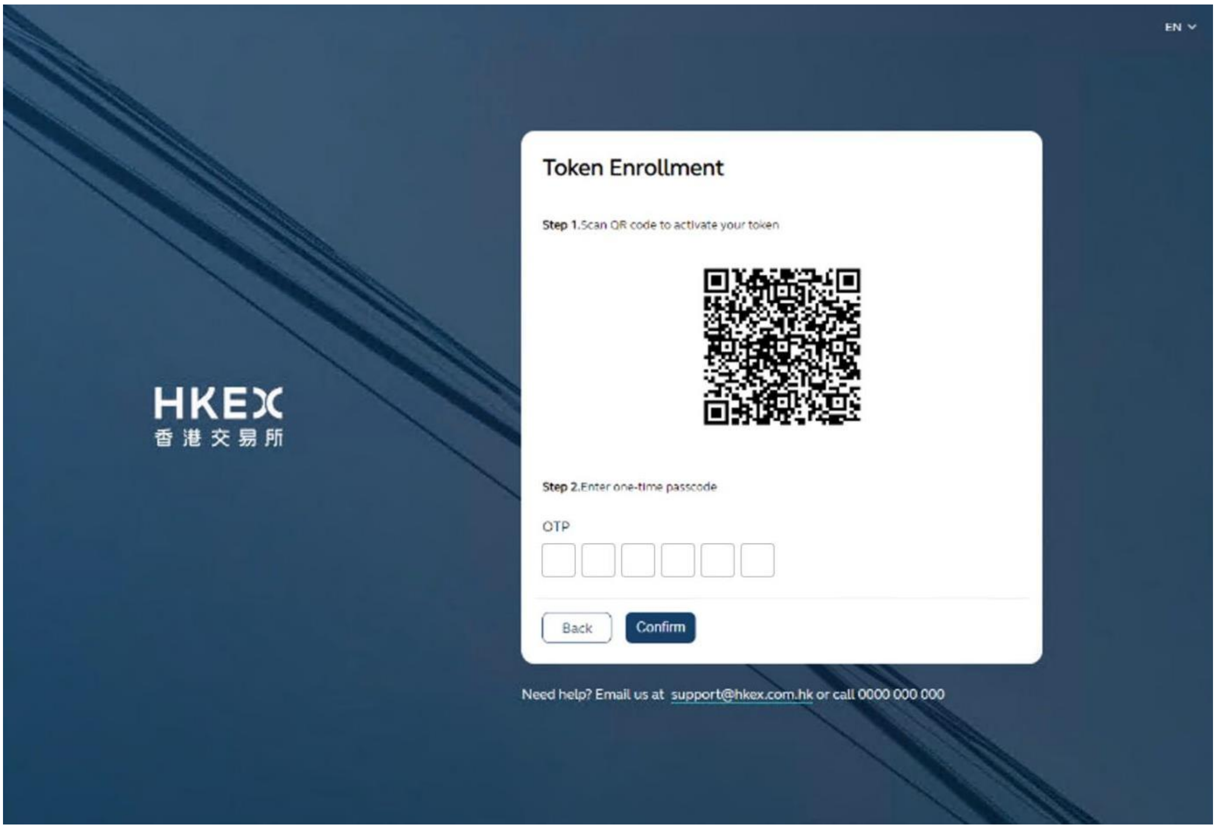
to move to Step 3. Create password.

### Step 3. Create password



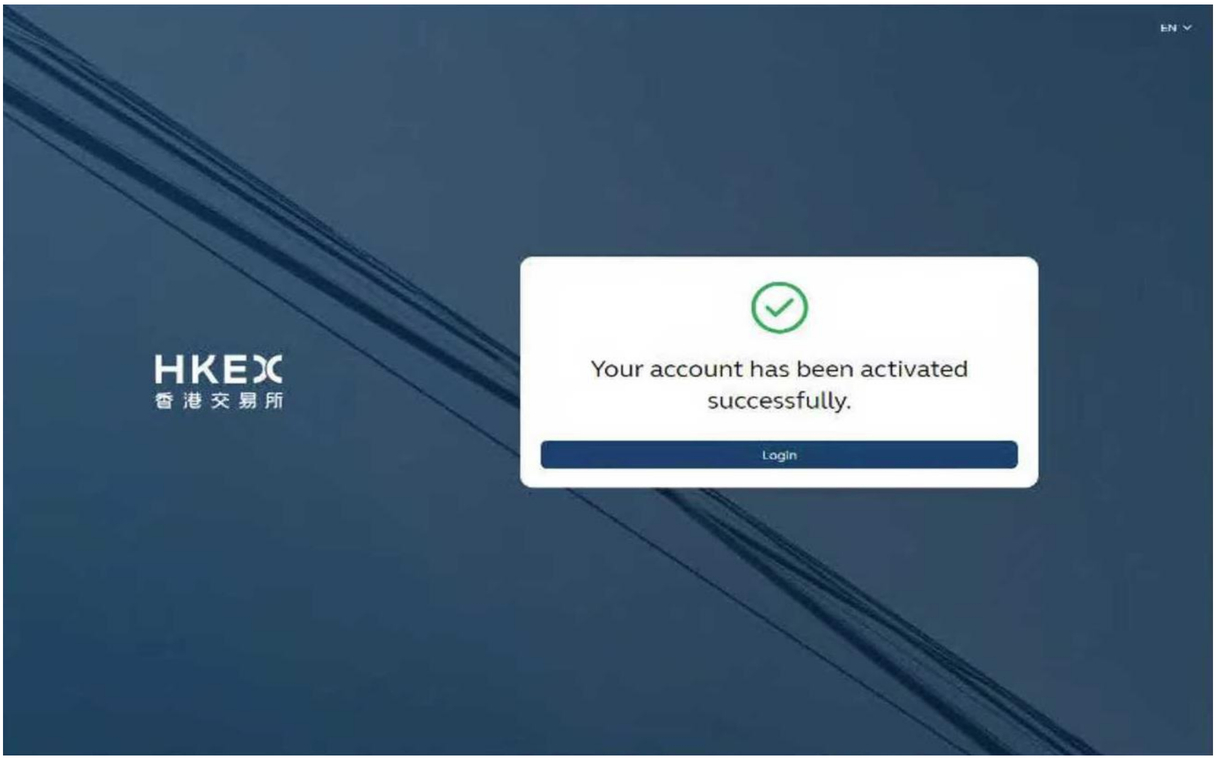

1. You are required to create strong password to comply with the prescribed password policy.
2. Once completed, click Confirm to move to Step 4. Token enrolment.

### Step 4. Token enrolment




1. You must scan the QR code on the page, then enter one-time passcode.

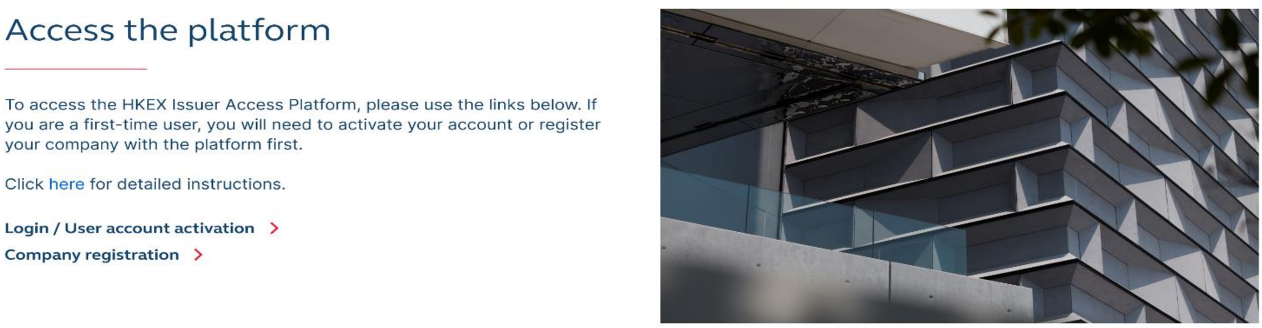
2. Once completed, click Confirm Confirm and you will be navigated to the acknowledgement page as below.



3. Click Login to move to the login page, details please refer to section “3.2 Login”.

## 3.2 Login

Input and open the URL of HKEX IAP (https://www.hkex.com.hk/Services/Platform-Services/Issuer-Access-Platform?sc_lang=en) in the web browser, you will enter the “Welcome To HKEX Issuer Access Platform” page, click Login / Account activation on the banner, you will be navigated to “Step 1 Login”.

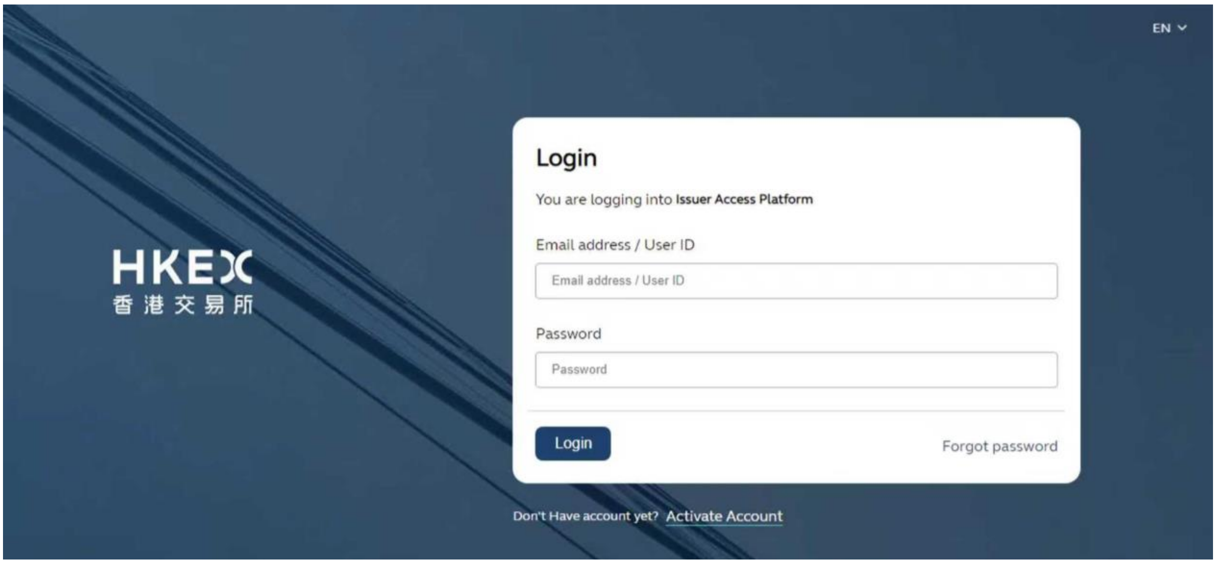



To login to HKEX IAP, there are 2 steps:

Step 1. Login

Step 2. OTP verification

### Step 1. Login




1. You must provide:

(1) Email address / User ID: this is the email address / User ID provided during user account creation procedure.

(2) Password: this is the password you created during 3.1 User account activation.

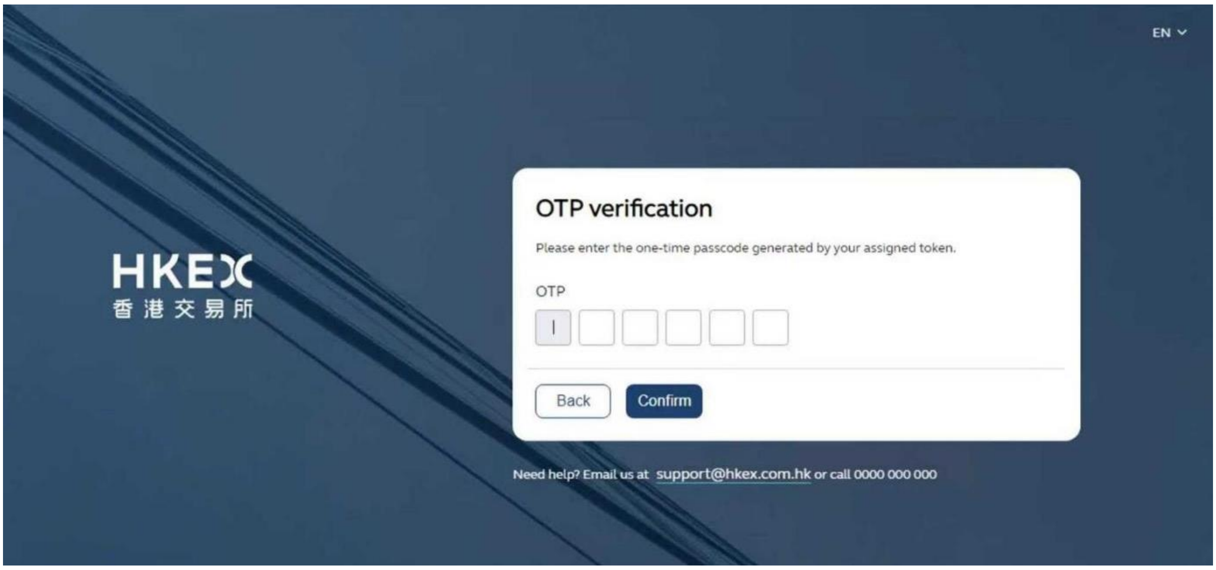
Note: if you inputted wrong password consecutively for 6 times, your access token will become invalid and you will not be able to login again unless the administrator user unlock your account (refer to section “2.2.2.1 Issuer user management” or “2.2.2.3 Adviser user management”).

2. Once completed, click Login to move to Step 2. OTP verification.

3. If you forget your password, click Forget password, you will be navigated to “Step 1. Forget password” (refer to section “3.3 Forget password”).

4. If your account has not been activated, click Activate account, you will be navigated to “Step 1. Activate account” (refer to section “3.1 User account activation”).

### Step 2. OTP verification




1. You must provide the OTP generated by your assigned token.

2. Once completed, click Proceed :

(1) if HKEX IAP is out of service hour, you will be navigated to the System unavailable page. You can access HKEX IAP aging during service hours.

(2) if HKEX IAP is within service hour, but you have not accepted HKEX IAP terms and condition, the Terms & condition dialog will pop up, if you want to continue accessing the system, you must check all the checkboxes, then click Submit in the dialog.

(3) if HKEX IAP is within service hour, and you have not accepted HKEX IAP terms and condition, you will be navigated to the dashboard (refer to section "3.4 Dashboard").

(4) if your is to be expired in 14 days, the Password expiration alert dialog will pop up, click Confirm 

in the dialog, you can close it. You can change your password after login to HKEX IAP, details please refer to section "3.6.4 Password management".

## 3.3 Forget password

You can use this function to reset your password.

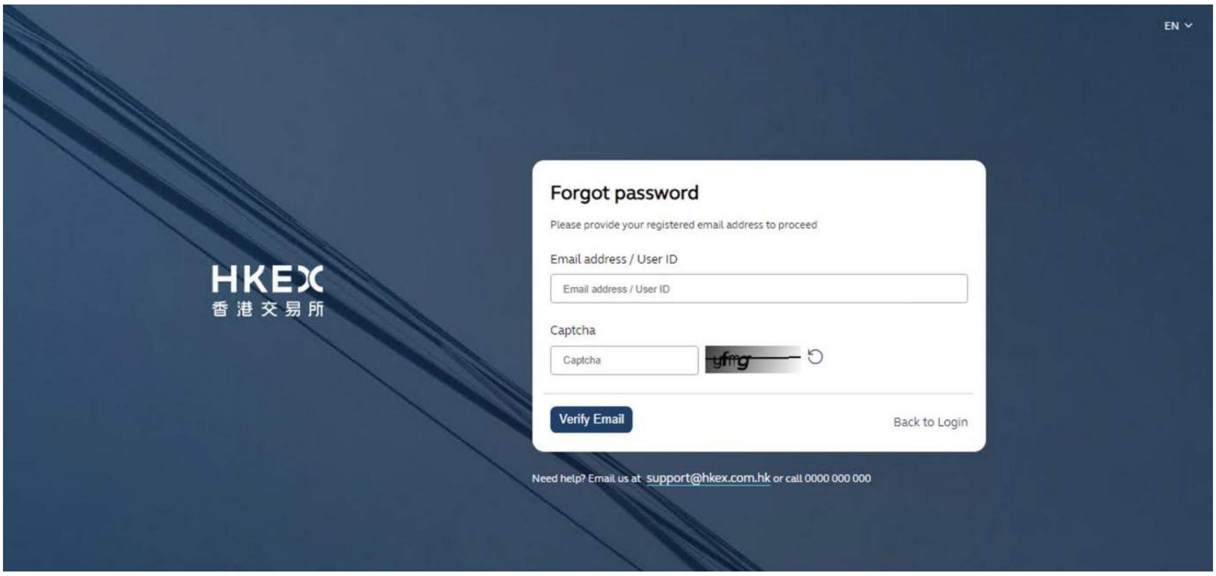
To complete the reset procedure, there are 3 steps:

Step 1.Forget password

Step 2. OTP verification

Step 3. Change password

### Step 1. Forget password




1. You must provide:

(1) Email address: this is the email address provided during user account creation procedure.

Note: if you are the first administrator user created during company registration procedure, it is the email address provided in the "Admin information" section in "Step 3. Personal information", details please refer to section "2.1.1.1 Company registration".

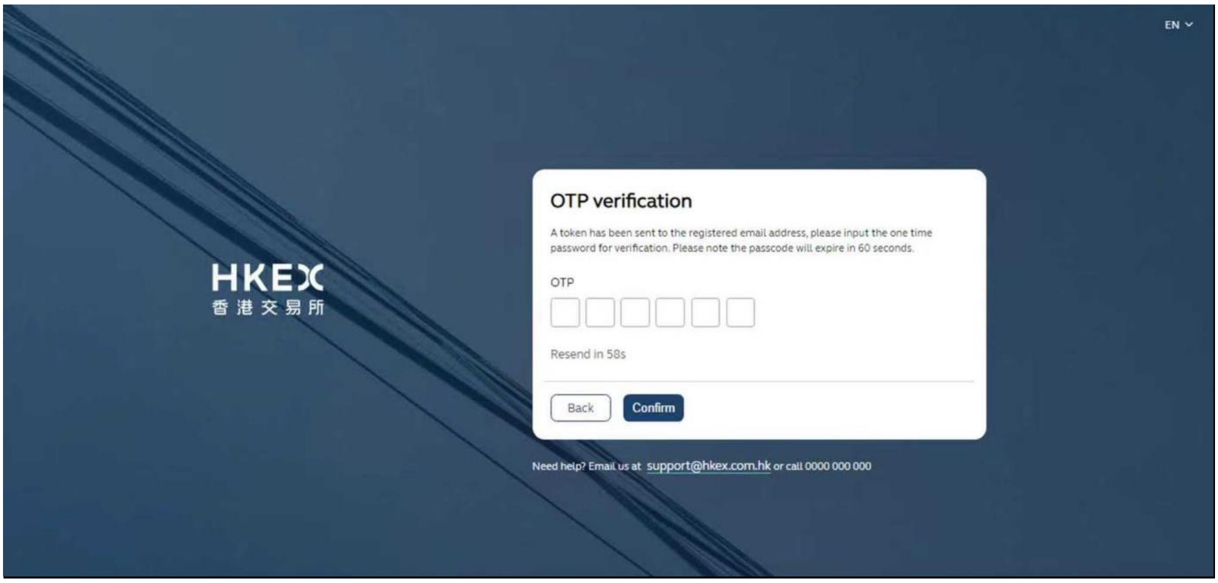
If you are the user added by the administrator user (refer to section "2.2.2 User management"), it is the email address inputted by the administrator when add new user.

(2) Captcha: case-sensitive.

2. Once completed, click Confirm 

to move to Step 2. OTP verification, and the system will automatically send a 6-digit OTP to the email address you inputted.

### Step 2. OTP verification

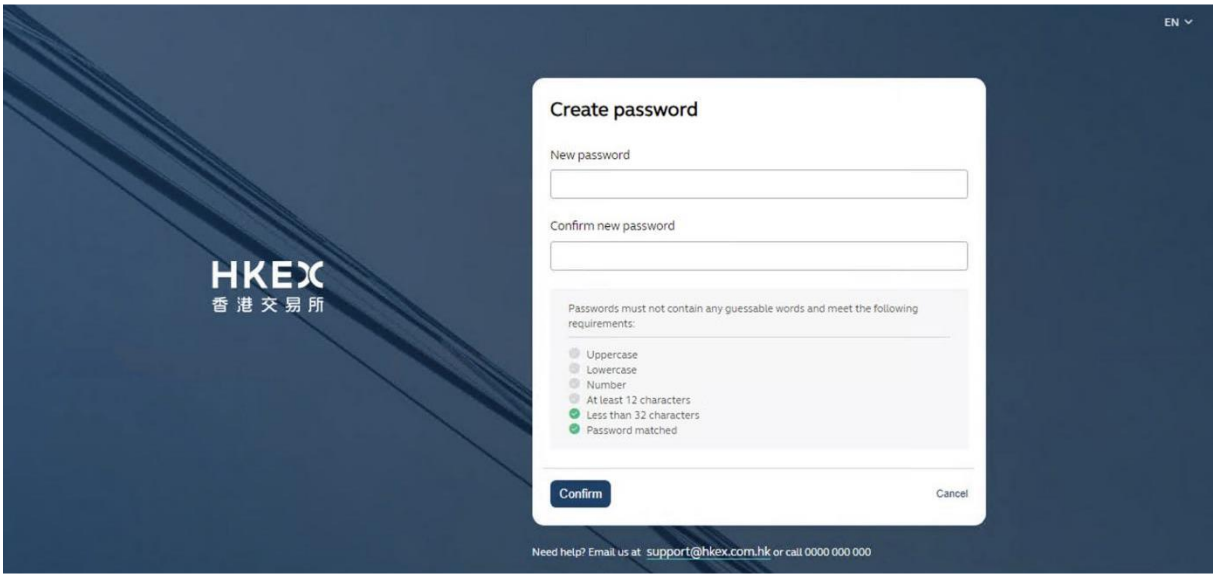



1. You must provide the received OTP.

2. Once completed, click Confirm 

to move to Step 3. Create password.

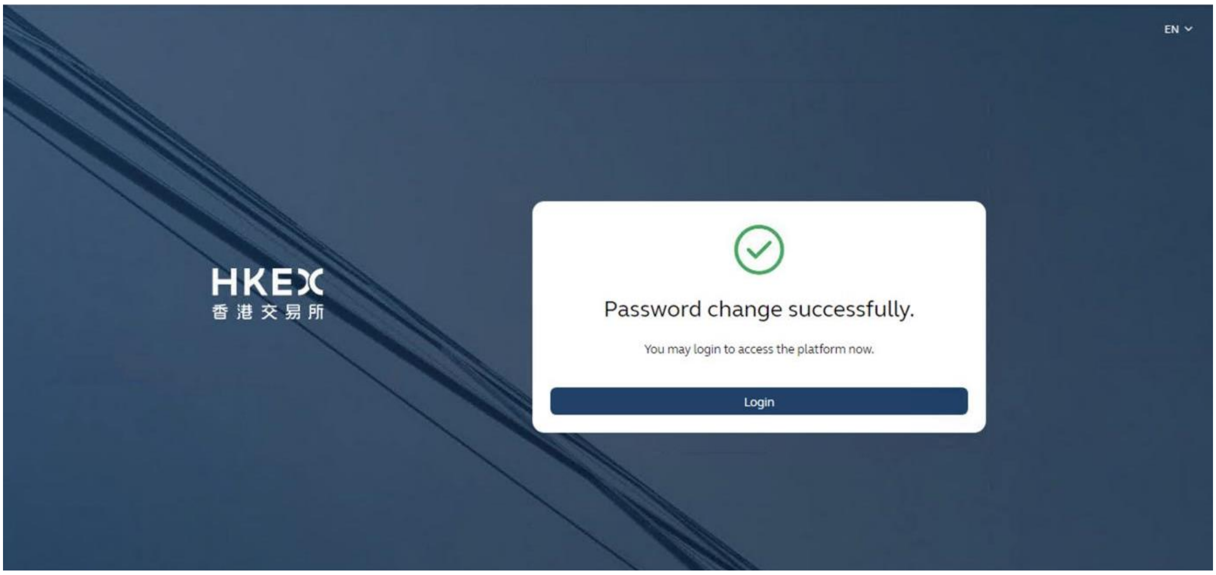
### Step 3. Change password



1. You are required to create strong password to comply with the prescribed password policy.

2. Once completed, click Confirm 

and you will be navigated to the acknowledgement page as below.




3. Click Login to move to the login page, details please refer to section “3.2 Login”.

## 3.4 Dashboard

The dashboard is the first page you will see upon successful access to HKEX IAP. Based on your role, you can view and use multiple widgets on this page.

| # | Widget | Role | |
|---|---|---|---|
| | | Authorised representative (AR)<br>Issuer representative (IR)<br>Adviser user | Issuer administrator<br>Adviser administrator |
| 1 | Welcome banner | Y | Y |
| 2 | What's new banner | Y | Y |
| 3 | Quick access widget | Y | Y |
| 4 | Inbox widget | Y | Y |
| 5 | To do list widget | Y | N |
| 6 | Quick links wwidget | Y | Y |

### Widget 1. Welcome Banner

1. If your role is Authorised representative (AR)/Issuer representative (IR)/Adviser user, you can view submission related statistic numbers on the banner as below, click any button, you will be navigated to page in the 5.4 Submission summary function.


2. If your role is Issuer administrator, you can view user and company related statistic numbers on the banner as below, click any button on the banner, you will be navigated to page in the "2.2.2 User management" function.

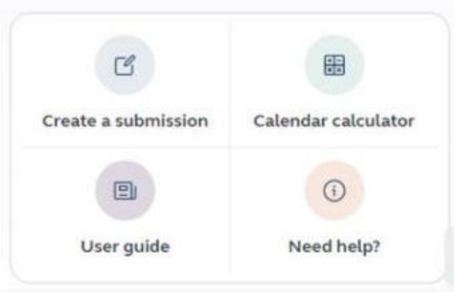

3. If your role is Adviser administrator, you can view user and company related statistic numbers on the banner as below, click any button on the banner, you will be navigated to page in the "2.2.2 User management" function.


### Widget 2. What's new banner


1. You can read a brief introduction to certain news posted on HKEX IAP.

2. Click the image or Read More [Read More], you can move to the detail page of the news

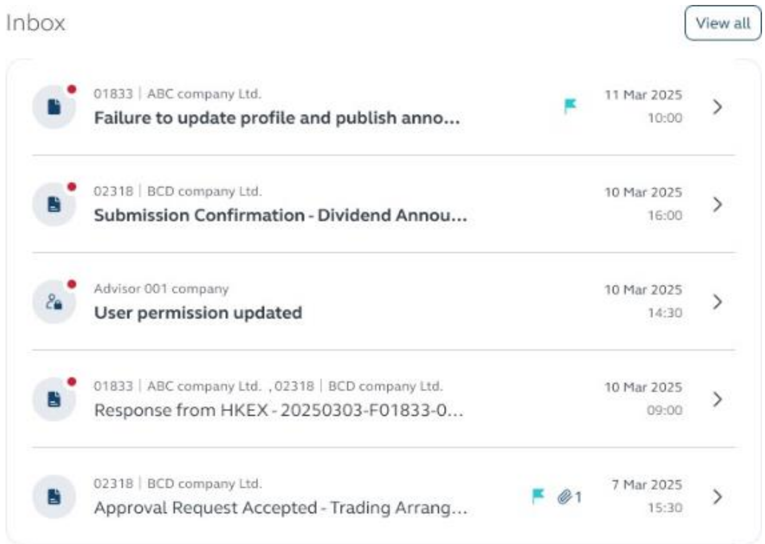
### Widget 3. Quick access widget




Dependent on your role, different quick access will be displayed, they allow you to quickly access certain functions in HKEX IAP, you can:

1. Click Create a submission to move to the Create a submission page and overview detailed in section “5.1.1.1 Enter landing page”.
2. Click Calendar generator to move to the Calendar generator page detailed in section 6.5 “Calendar calculator page”.
3. Click User guide to move to the User guide list page detailed in section “6.8 User guide”.
4. Click Need help? to move to the FAQ list page detailed in section “6.9 FAQ”.

### Widget 4. Inbox widget

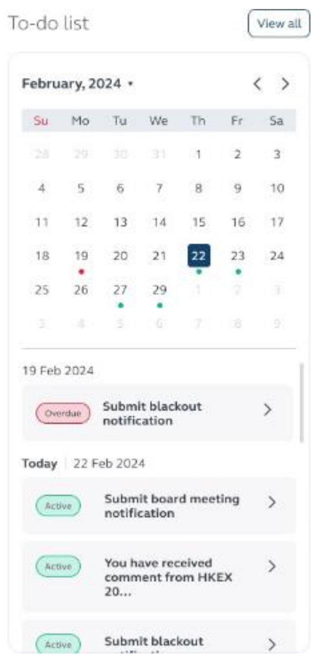



1. You can read the latest inbox message(s) sent to you on this widget.

2. Click View all, you can move to the Inbox list page detailed in section “6.3 Inbox”.

3. Click any item, the Inbox message detail dialog will pop up, details please refer to section “6.3 Inbox”.

### Widget 5. To do list Widget

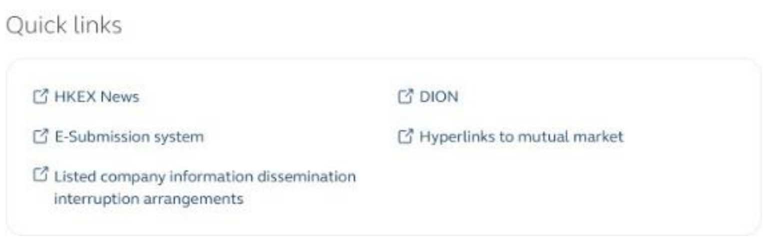



1. You can take a brief look at the to-do task(s) you need to deal with recently.

2. Green dot(s) and red dot(s) on the calendar mark the date where active/overdue to-do task(s) exist. Click < / > to flip to view calendar of the previous/next month.

3. Click View all to move to To-do list page, details please refer to section “6.6 To-do list”.

### Widget 6. Quick links Widget

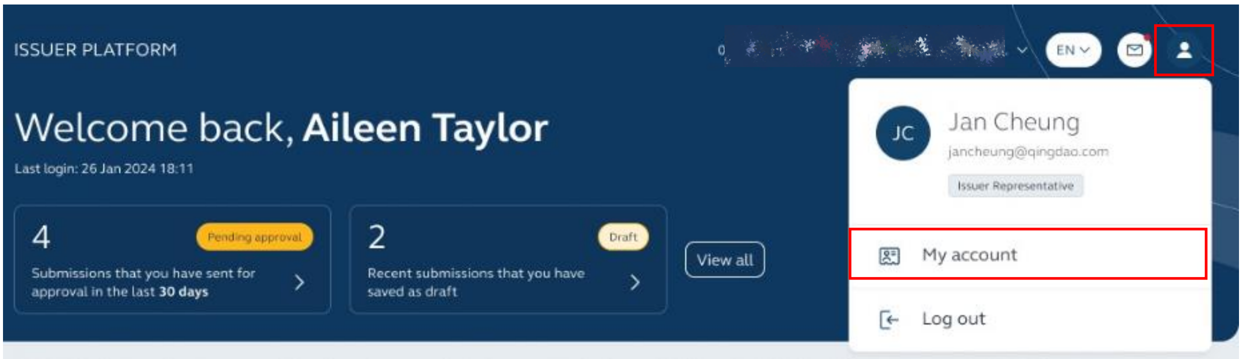


Dependent on your role, different quick links will be displayed, Click any button on the widget, you will be navigated to the webpage the button related to.

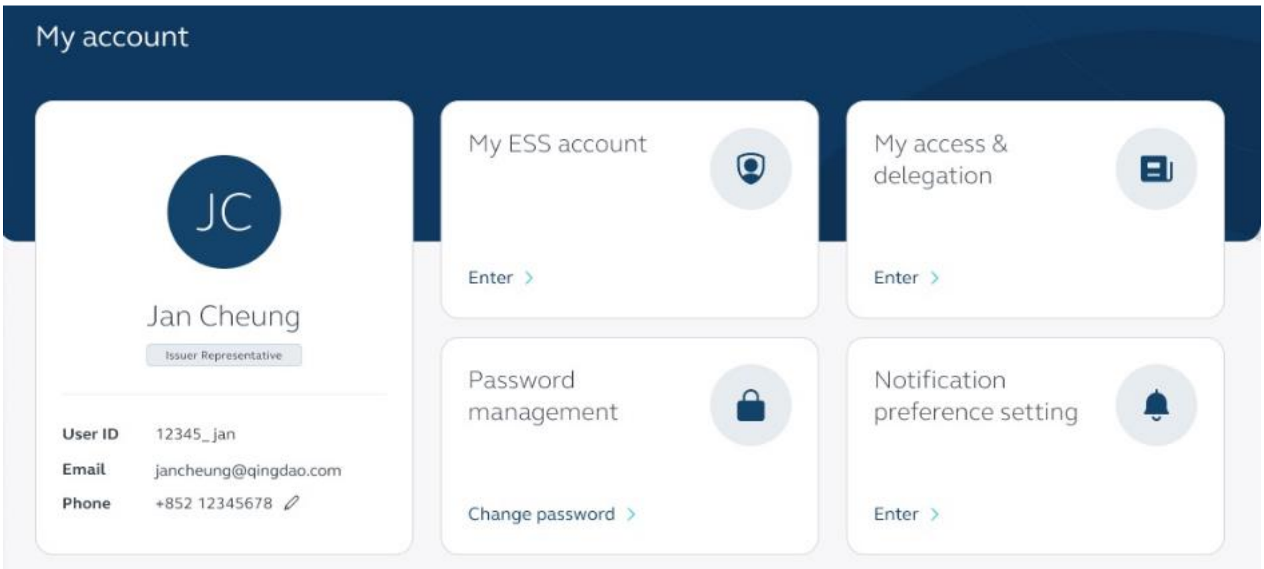
## 3.5 Settings

You can view details of your account and manage account information by functions detailed in this section.

Click the avatar in the upper right corner of the page, then click My account My account , you will be navigated to the My account page.




### My account page



On this page, you can view the basic information of your account and modify the following settings or navigate to related setting pages. The specific settings available depend on your role.

| # | Setting | Role | | |
|---|---|---|---|---|
| | | Authorised representative (AR)<br>Issuer representative (IR) | Adviser user | Issuer administrator<br>Adviser administrator |
| 1 | Phone | Y | Y | Y |
| 2 | My ESS account | Y | N | N |
| 3 | My access & delegation | Y | Y | N |
| 4 | Password management | Y | Y | Y |
| 5 | Notification preference setting | Y | Y | Y |

### 3.5.1 Phone

Click the edit icon next to your phone number, the Update phone number dialog will pop up.

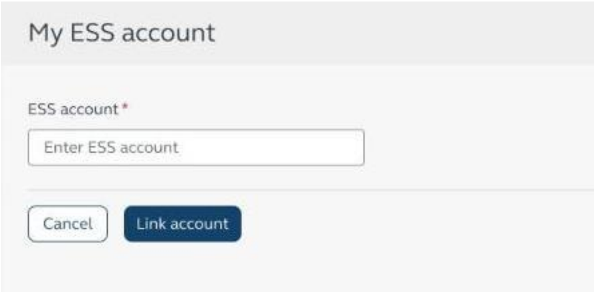

Enter your phone number (including the area code and the number), click Save Save to save it as your new phone number.

### 3.5.2 My ESS account

Click My ESS account card, you will be navigated to the My ESS account page. You can link/unlink your HKEX IAP account with your ESS account (if any) on this page. Once the linkage is established, you can directly access the ESS system to use its functions after logging in to HKEX IAP.

### 3.5.2.1 Link ESS account

If your HKEX IAP account has not been linked to any ESS account, you will see below content on your My ESS account page.

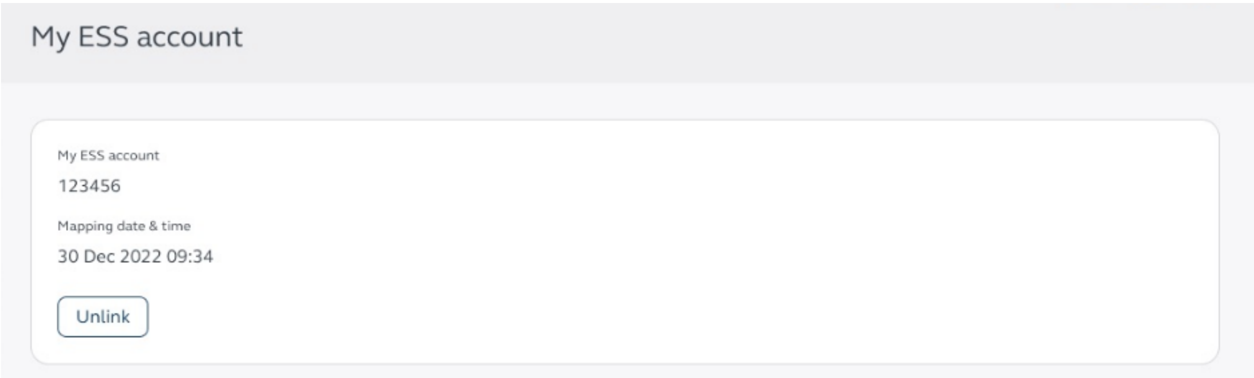



You can enter an ESS account, click Link account  , and:

1. a new web page will be opened for you to complete the ESS user account authentication.
2. a dialog will pop up for you to confirm whether the linkage has been established.

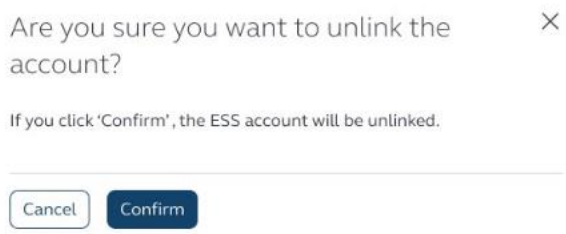
### 3.5.2.2 Unlink ESS account

If your HKEX IAP account has been linked to an ESS account, you will see below content on your My ESS account page.




Click Unlink  . A dialog will pop up asking you to confirm whether you want to unlink the account.

Click Confirm   in the dialog to proceed. Your ESS account will then be unlinked.




### 3.5.3 My access & delegation

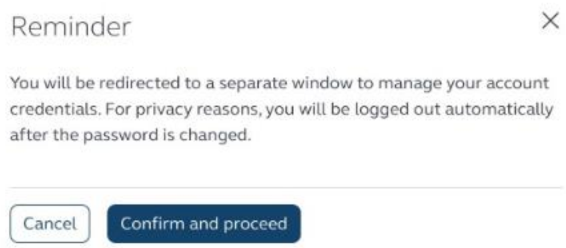
Click My access & delegation card, you will be navigated to the My access & delegation page. You can view your permission related to profile management and cases on that page.

If you want to change your permission, please contact your company's administrator user.

### 3.5.4 Password management

Click Password management card, a dialog will pop up as follows. Click Confirm and proceed 

. You will be navigated to "Step 1. Current password".



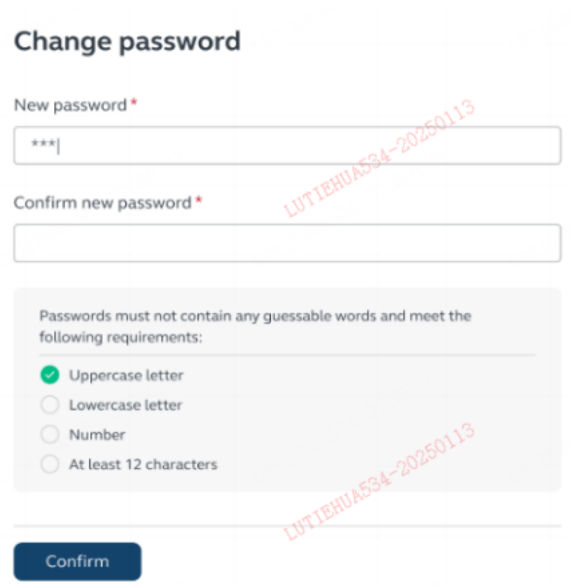

To change your password there are 3 steps:

- Step 1. Current password
- Step 2. Change password
- Step 3. OTP verification

#### Step 1. Current password

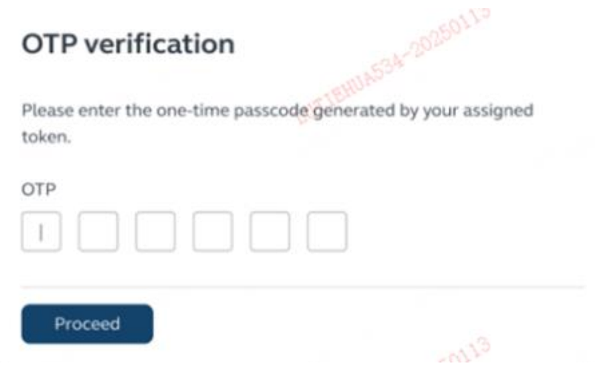

1. You must enter:
   (1) Current password: this is the password you created during 3.1 User account activation.
   (2) Captcha: case sensitive.
2. Once completed, click Confirm   to move to Step 2. Change password.

### Step 2. Change password




1. You are required to create strong password to comply with the prescribed password policy.
2. Once completed, click Confirm   to move to Step 3. OTP verification, and the system will automatically send a 6-digit OTP.

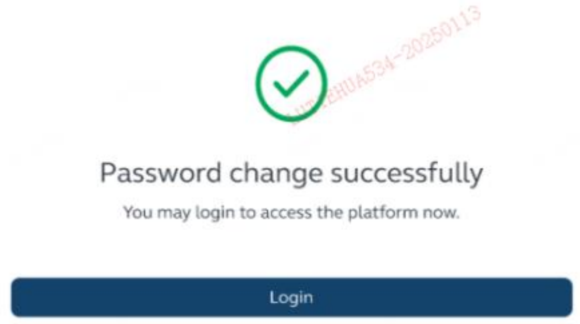
### Step 3. OTP verification




1. You must provide the OTP you received.

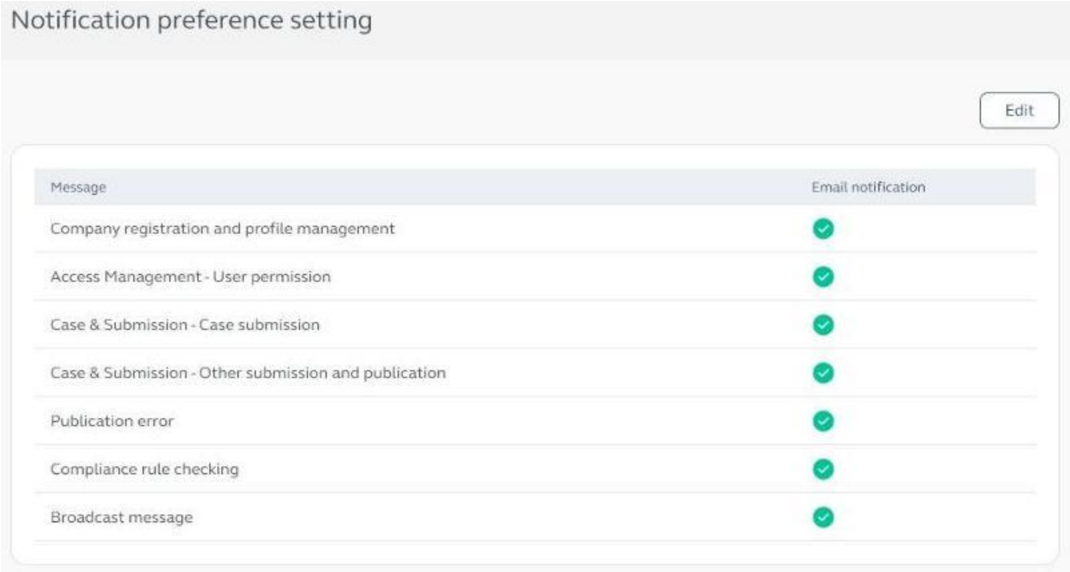
2. Once completed, click Proceed 

to save your new password, and you will be navigated to the Password change successfully page




### 3.5.5 Notification preference setting

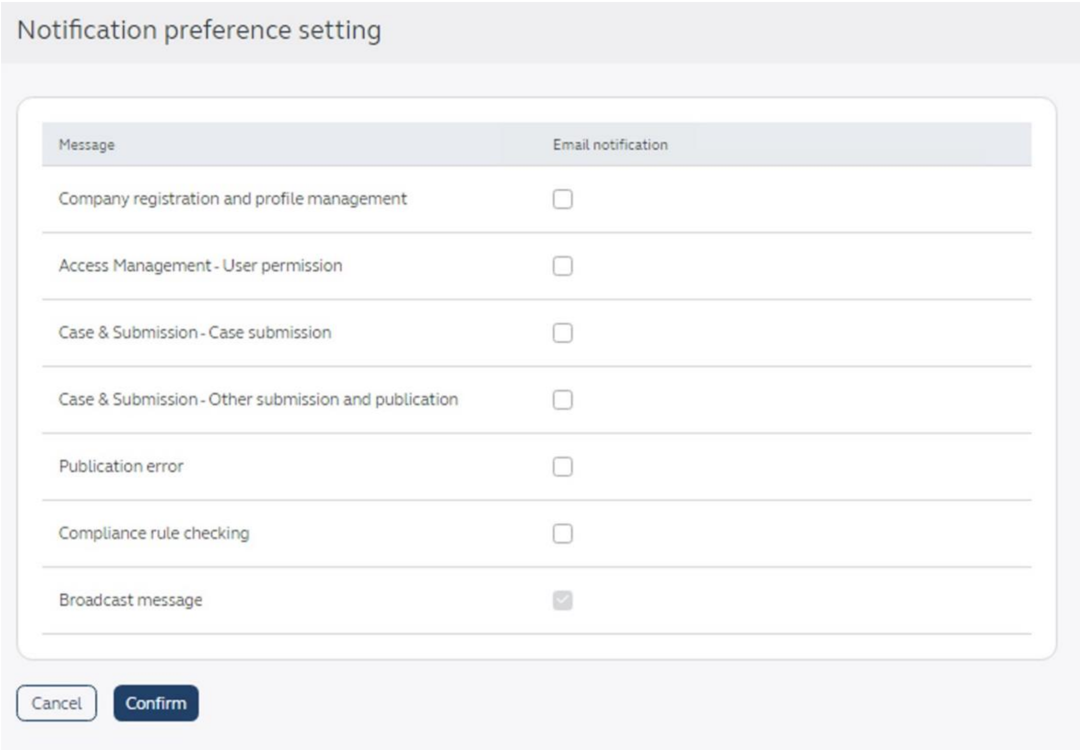
Click Notification preference setting card, you will be navigated to the Notification preference setting page. You can view your current notification preference setting on the page, each item in the table is a message type. Once checked, the system will send the email(s) under that message type to your email address linked to your HKEX IAP account.




Click Edit, you will be navigated to the Edit notification preference page as follows.

You can change the selection status of each message type on this page. Once completed, click Confirm 

, the updated notification preference setting will take effect immediately.




## 3.6 Log out

There are 2 types of logout:

1. User-initiated logout

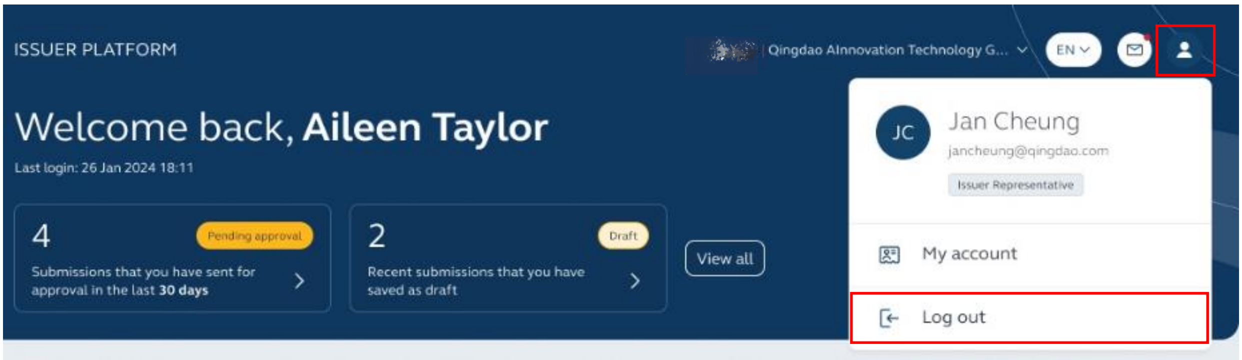
2. System-initiated logout

### 3.6.1 User-initiated logout

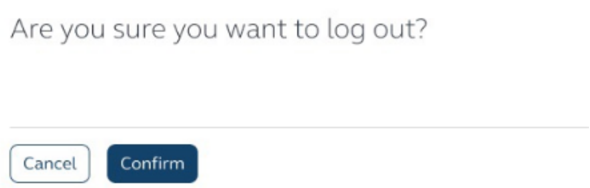
If you want to log out your account, you can:

1. close the web browser, and your account will be logged out of HKEX IAP, or

2. click the avatar  in the upper right corner of the page, then click Log out  , the Logout confirmation pop-up dialog will pop up.




Click Confirm in the dialog, your account will be logged out of HKEX IAP.




### 3.6.2 System-initiated logout

Your account will be automatically logged out of HKEX IAP in the following cases:

1. Your duration of inactivity in the system has exceeded the limit of HKEX IAP.

When you are logged out, you will be navigated to a notification page. Click Log in, you can log in again (refer to section “3.2 Login”).

2. Your operation duration within the system has exceeded the limit of HKEX IAP.

When you are logged out, you will be navigated to a notification page. Click Log in, you can log in again (refer to section “3.2 Login”).

3. Your access token is invalid, which happens if:

(1) You have inputted wrong password consecutively for 6 times in login page (refer to section "3.2 Login").

(2) You have logged in to HKEX IAP via one web browser, then login via another web browser, the access token of the first login will be invalid.

(3) Issuer administrator user / adviser administrator user of your company revokes the token of your account or remove your account (refer to section "2.2.2.1 Issuer user management" or "2.2.2.3 Adviser user management").

(4) HKEX IAP helpdesk revokes the token of your account, or disable your account.

(5) The access token of your account is expired during to system reasons.

When you are logged out, you will be navigated to a notification page. If you want to re-log in to HKEX IAP (refer to section "3.2 Login"), you must first activate your account (refer to section "3.1 User account activation") .

4. HKEX IAP is out of service out.

When you are logged out, you will be navigated to a notification page. You can re-log in to HKEX IAP (refer to section "3.2 Login") during service hours.

## 3.7 Offboarding

If the company's "Company type" is "Main Board or GEM issuer" or "Exchange traded product issuer", and the last delisting stock of the company has been delisted for 3 years (i.e. current date – last delisting date > 3 years), HKEX IAP system will automatically perform a company offboarding processing which will result in:

1. all user account(s) under the issuer will be removed and will not be able to login to HKEX IAP.
2. the issuer's delegation to all adviser(s) will be removed, all adviser user(s) under the impacted adviser will not be able to create submissions and/or access the issuer company's submissions anymore.

After offboarding, if the company personnel wants to use HKEX IAP again, they must re-complete the onboarding procedure, please refer to section "2.1.1 New issuer/adviser onboarding" for details.

# 4. Company profile

## 4.1 Company profile overview

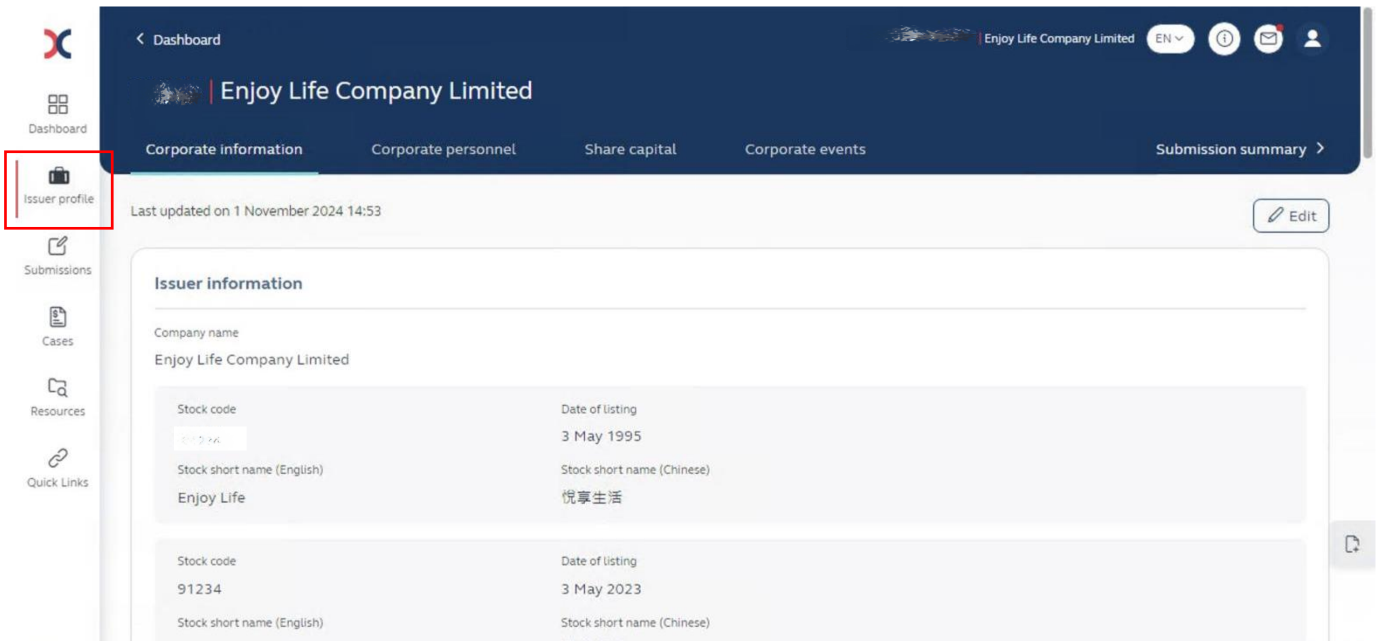
Since HKEX IAP supports 3 company types including “Main Board or GEM issuer”, “Exchange traded product issuer” and “Adviser”, HKEX IAP provides different functions for user to view and change company profile.

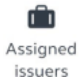
1. If the “Company type” is “Main Board or GEM issuer”, please refer to section “4.2 Issuer profile management (for Main Board or GEM issuer)”.
2. If the “Company type is “Exchange traded product issuer”, please refer to section “4.3 Issuer profile management (for Exchange traded product issuer)”.
3. If the “Company type is “Adviser”, please refer to section “4.5 Adviser profile management”.

## 4.2 Issuer profile management (for Main Board or GEM issuer)

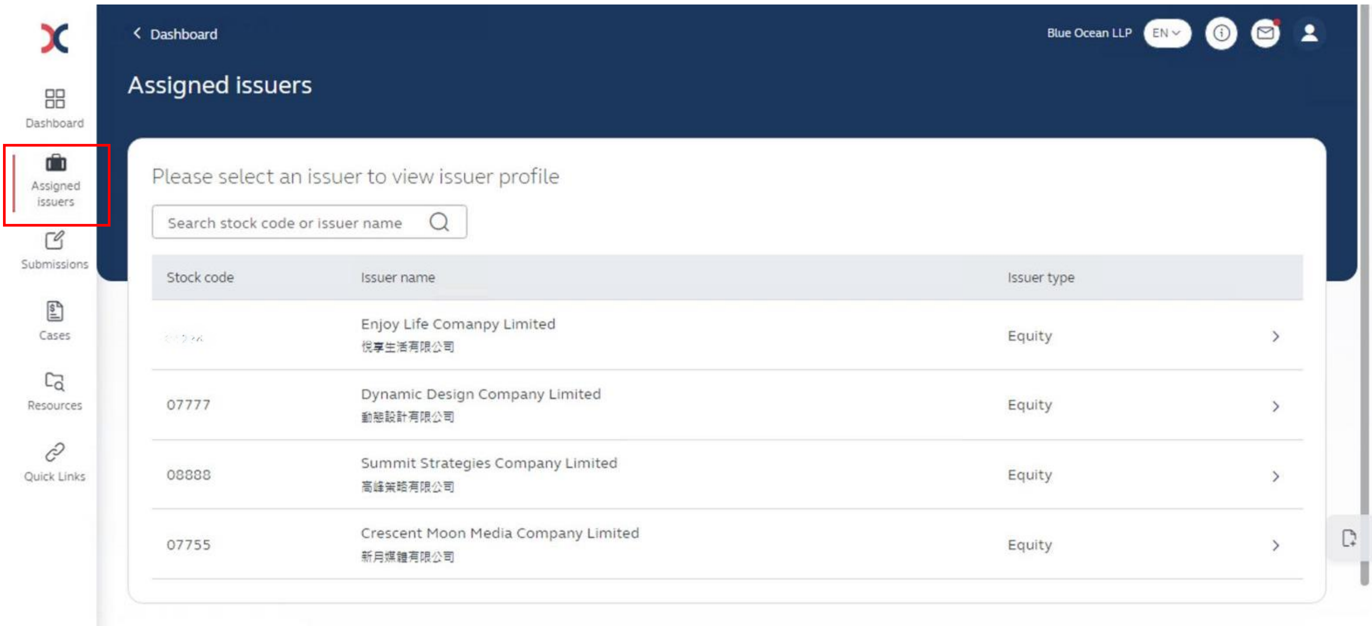
If the “Company type” of the company you belong to is “Main Board or GEM issuer” and your role is Authorised representative (AR)/Issuer representative (IR), click the Issuer profile 

icon on the left navigation bar, you will be navigated to the issuer profile.

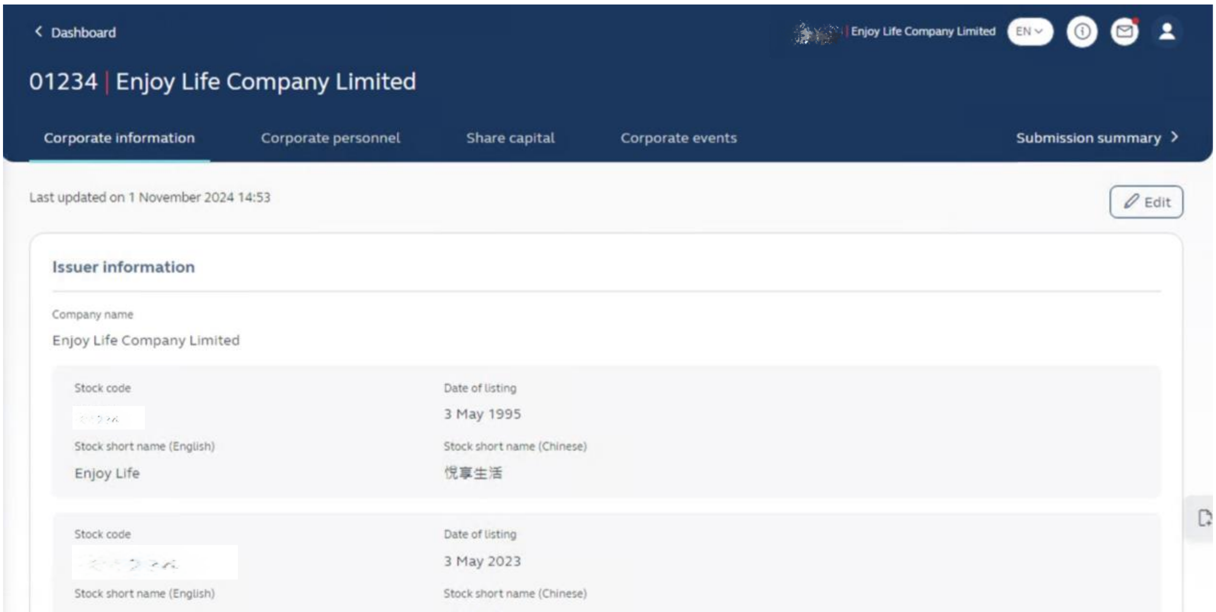


If your role is Adviser user, click the Assigned issuers 

icon on the left navigation bar, you will be navigated to the Assigned issuers page. You can view all the issuer(s) you has been assigned on this page (details about the assignment please refer to section "2.2.2 User management"), click an item in the table, if the "Company type" of the issuer is "Main Board or GEM issuer", you will be navigated to the issuer profile.




## Issuer profile



1. You can view the corporate information, corporate personnel, share capital and corporate events of an issuer in the issuer profile. The specific information available to you depends on the permission or assignment details you have for that issuer, which are managed by issuer administrator user or adviser administrator user in the function. For details, please refer to section “2.2 Functional roles granting”.
2. In the issuer profile, you can:

(1) Click Corporate information Corporate information to move to Corporate information tab page.

(2) Click Corporate personnel Corporate personnel to move to Corporate personnel tab page.

(3) Click Share capital Share capital to move to Share capital tab page.

(4) Click Corporate events Corporate events, then click Blackout Blackout to move to Blackout sub tab page.

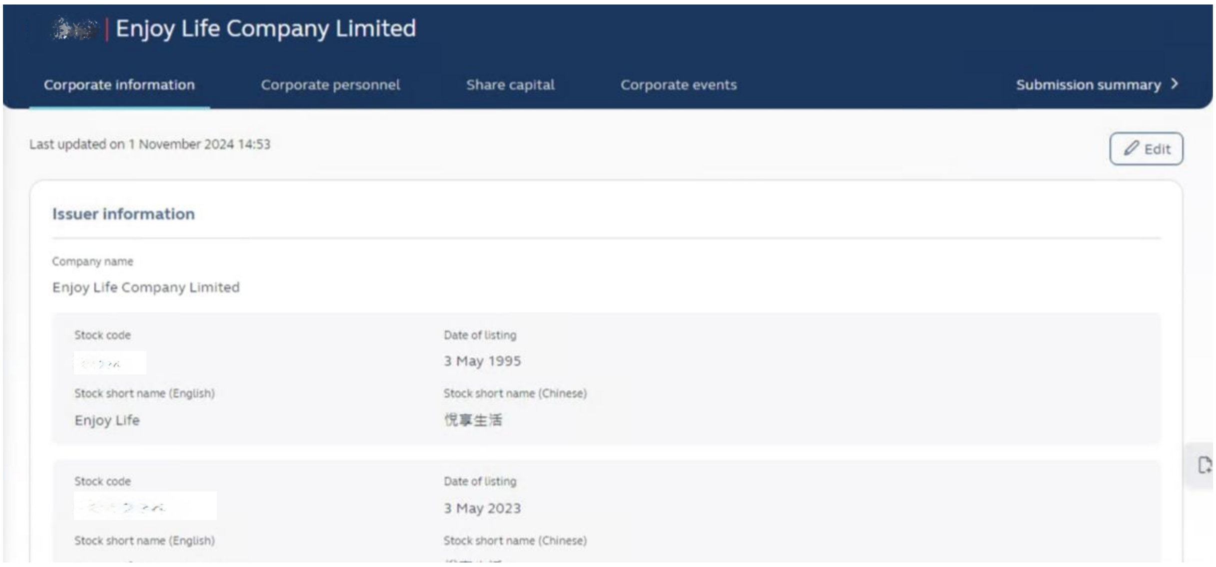
(5) Click Corporate events Corporate events, then click Board meeting Board meeting to move to Board meeting sub tab page.

(6) Click Corporate events Corporate events, then click Dividend Dividend to move to Dividend sub tab page.

(7) Click Corporate events Corporate events, then click Shareholder meeting Shareholder meeting to move to Shareholder meeting sub tab page.

(8) Click Corporate events Corporate events, then click Trading arrangement Tranding arrangement to move to Trading arrangement sub tab page.

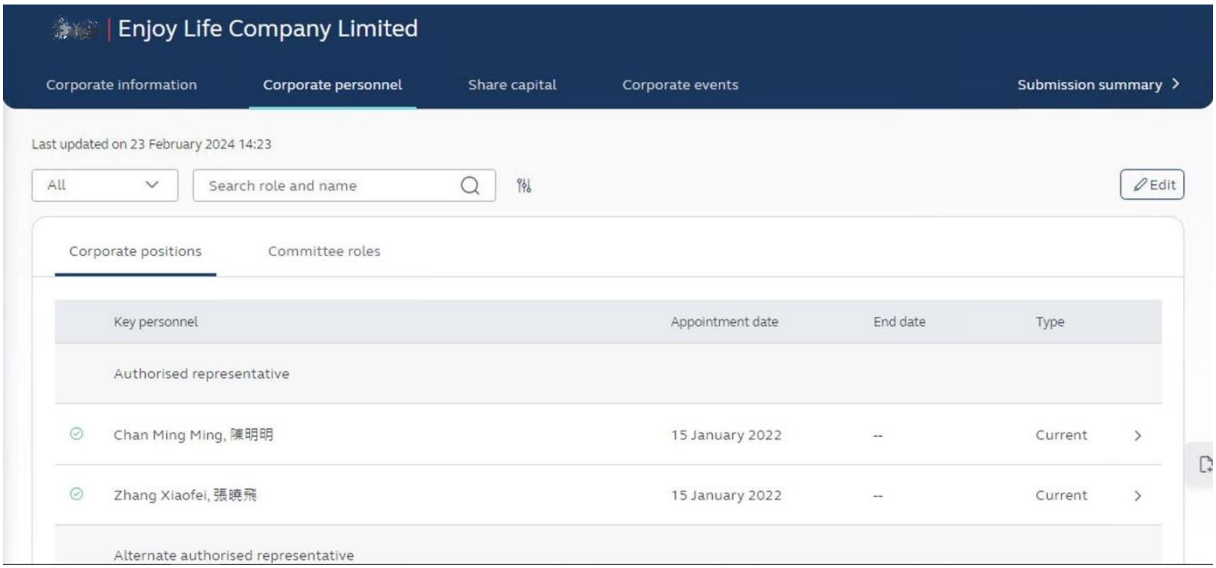
## Corporate information tab page




1. You can view corporate information of the issuer on this page.
2. If you have the “Submitter” permission to “Corporate information changes” of the issuer, click Edit

   Edit to proceed to the “Corporate information landing page”. For details, please refer to section “5. Submissions and cases” > “F. Corporate information change”.

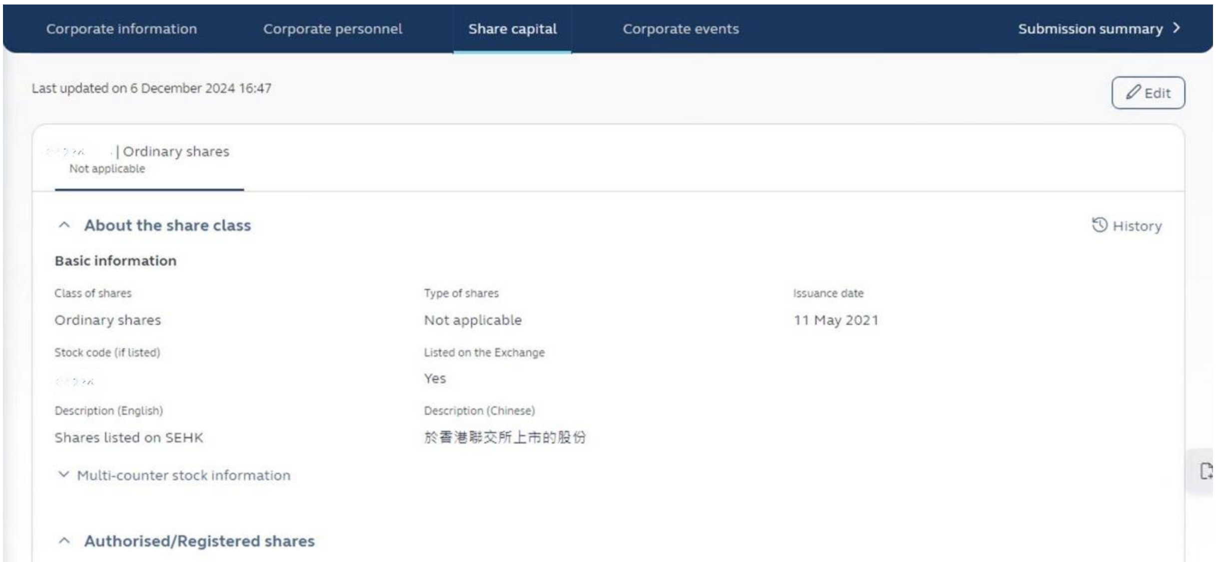
## Corporate personnel tab page




1. You can view corporate personnel information of the issuer on this page.
2. Click an item in the table, the Corporate personnel detail drawer will pop up where you can view detailed information about the selected personnel.

3. If you have the “Submitter” permission to “Corporate positions and committees changes” of the issuer, click Edit to proceed to the “Corporate positions and committees changes landing page”. For details, please refer to section “5. Submissions and cases” > “G. Corporate positions and committees changes”.

## Share capital tab page

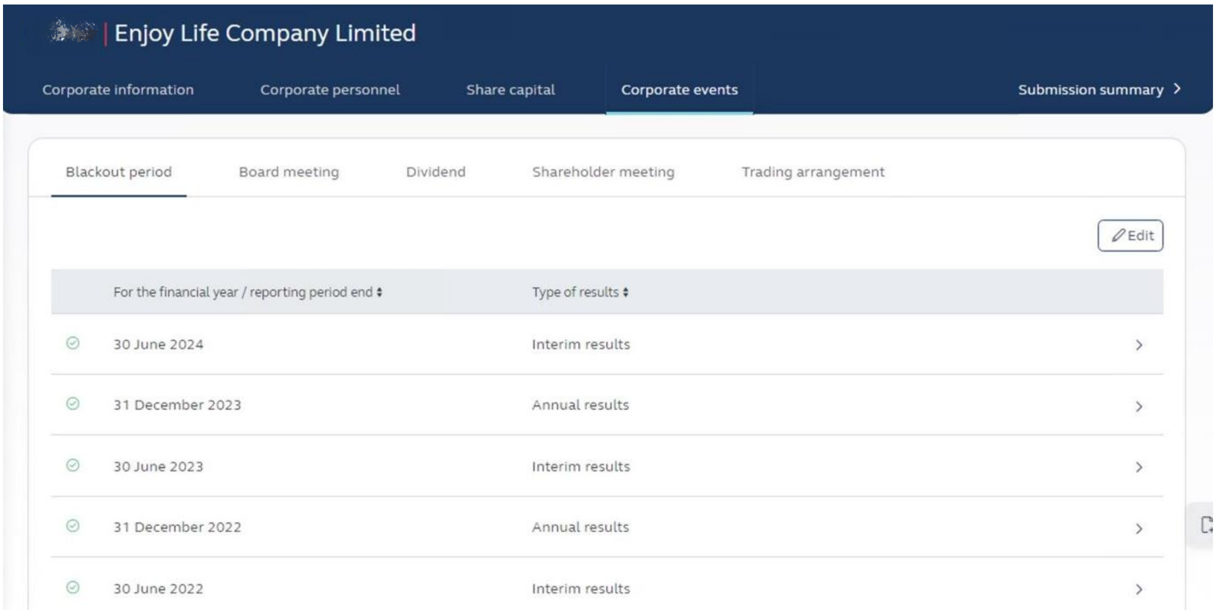



1. You can view share capital information of the issuer on this page.

2. If you have the “Submitter” permission to “Share capital change” of the issuer, click Edit, then click Share capital change. You will be navigated to the Share capital changes landing page. For details, please refer to section “5. Submissions and cases” > “H. Share capital change (Next Day Disclosure Return, NDDR)”.

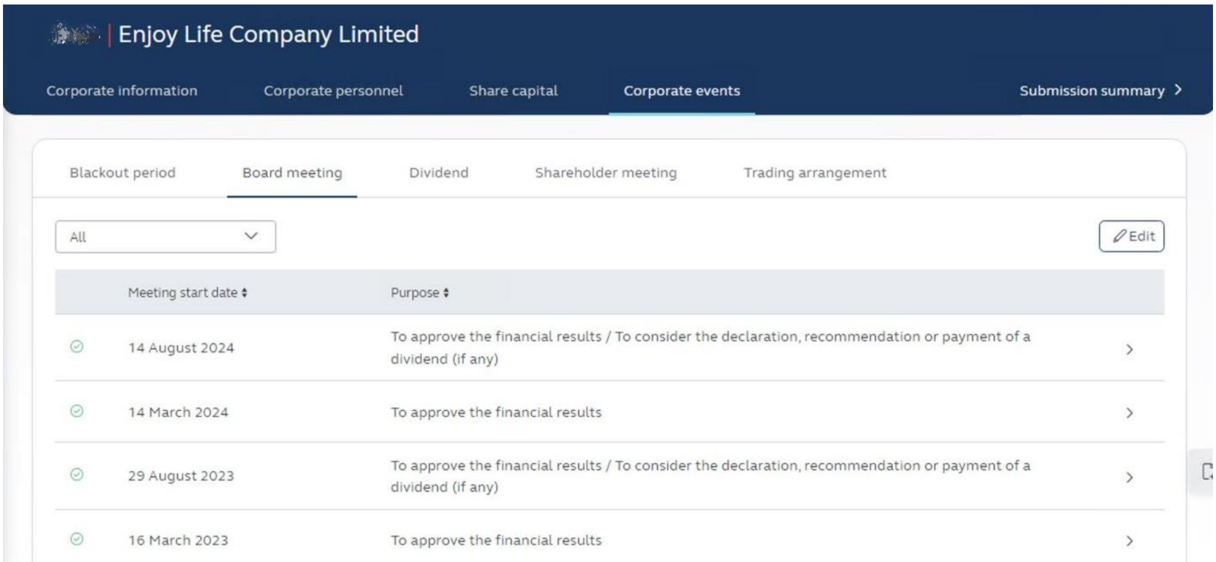
3. If you have the “Submitter” permission to “Share capital change and confirmation” of the issuer, click Edit, then click Share capital change & confirmation. The Scheme and period selection pop-up dialog will pop up. Select scheme name and reporting period, then click Proceed. You will be navigated to the Share capital change and confirmation landing page. For details, please refer to section “5. Submissions and cases” > “I. Share capital change and confirmation (Monthly Return, MR)”.

### Blackout sub tab page



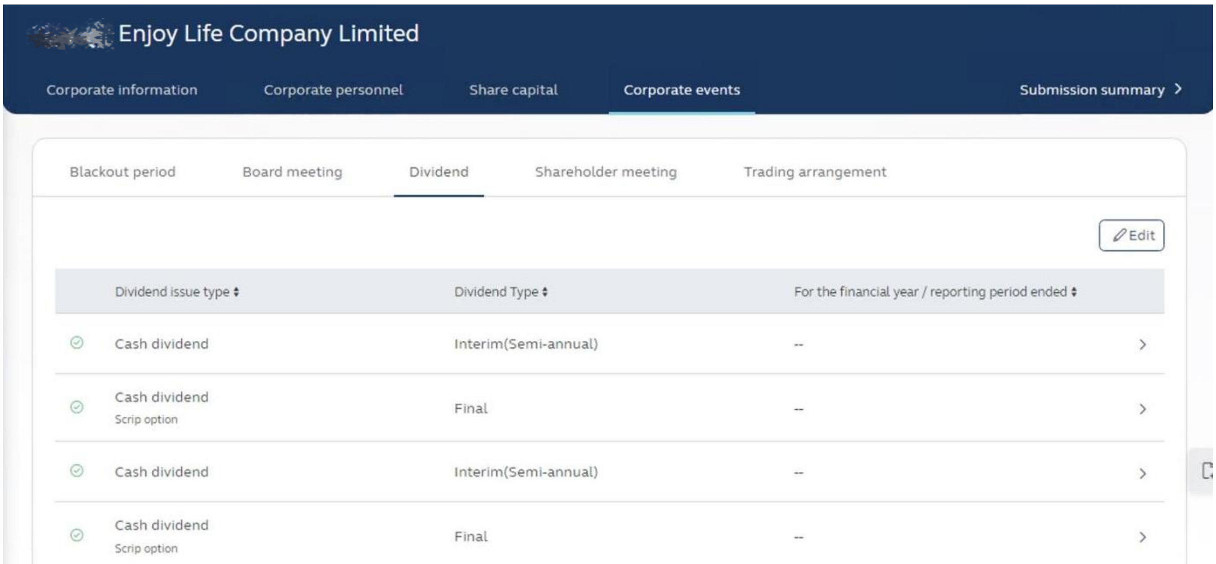

1. You can view blackout period record(s) of the issuer on this page.
2. Click an item in the table, the Blackout period detail drawer will pop up where you can view detailed information about the selected blackout period.
3. If you have the "Submitter" permission to "Blackout period" of the issuer, click Edit Edit to proceed to the "Blackout period landing page". For details, please refer to section "5. Submissions and cases" > "A. Blackout period".

### Board meeting sub tab page



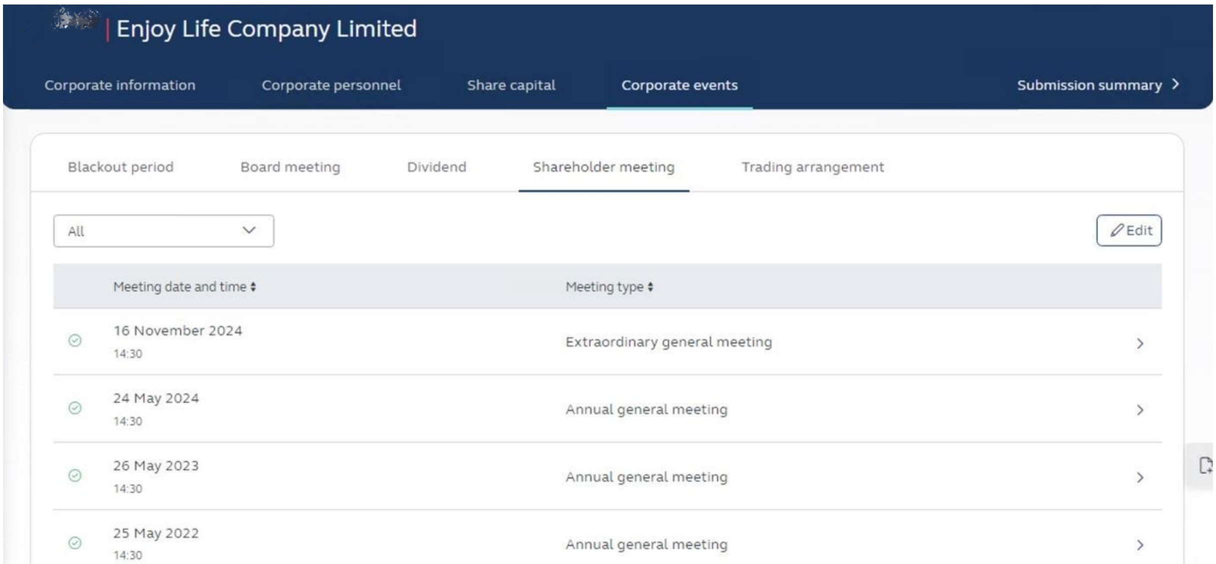
1. You can view board meeting record(s) of the issuer on this page.
2. Click an item in the table, the Board meeting detail drawer will pop up where you can view detailed information of the board meeting.
3. If you have the “Submitter” permission to “Board meeting” of the issuer, click Edit Edit to proceed to the “Board meeting landing page”. For details, please refer to section “5. Submissions and cases” > “B. Board meeting”.

### Dividend sub tab page



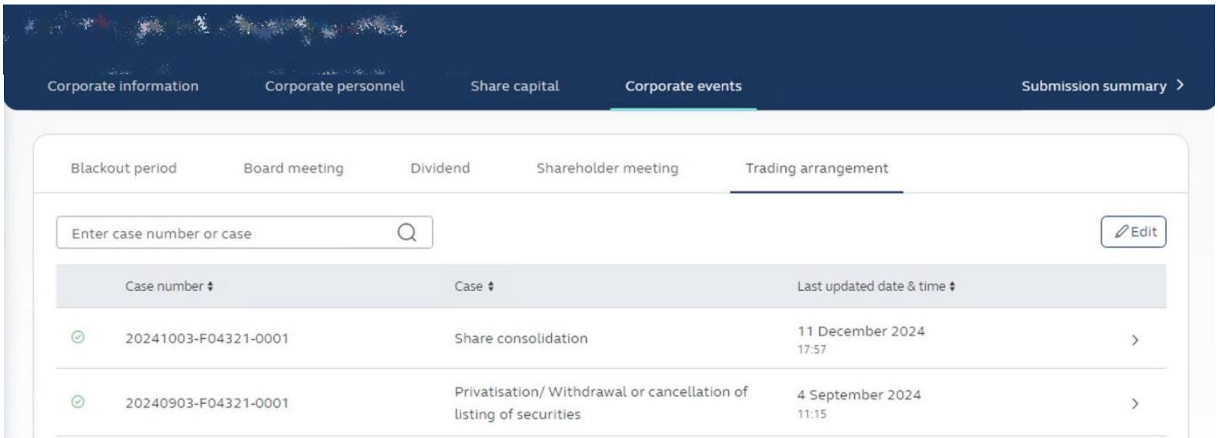

1. You can view dividend record(s) of the issuer on this page.
2. Click an item in the table, the Dividend detail drawer will pop up where you can view detailed information of the dividend.
3. If you have the “Submitter” permission to “Dividend” of the issuer, click Edit Edit to proceed to the “Dividend landing page”. For details, please refer to section “5. Submissions and cases” > “C. Dividend”.

## Shareholder meeting sub tab page




1. You can view shareholder meeting record(s) of the issuer on this page.
2. Click an item in the table, the Shareholder meeting detail drawer will pop up where you can view detailed information of the shareholder meeting.
3. If you have the “Submitter” permission to “Shareholder meeting” of the issuer, click Edit Edit to proceed to the “Shareholder meeting landing page”. For details, please refer to section “5. Submissions and cases” > “D. Shareholder meeting”.

## Trading arrangement sub tab page




1. You can view trading arrangement record(s) of the issuer on this page.

   Note:

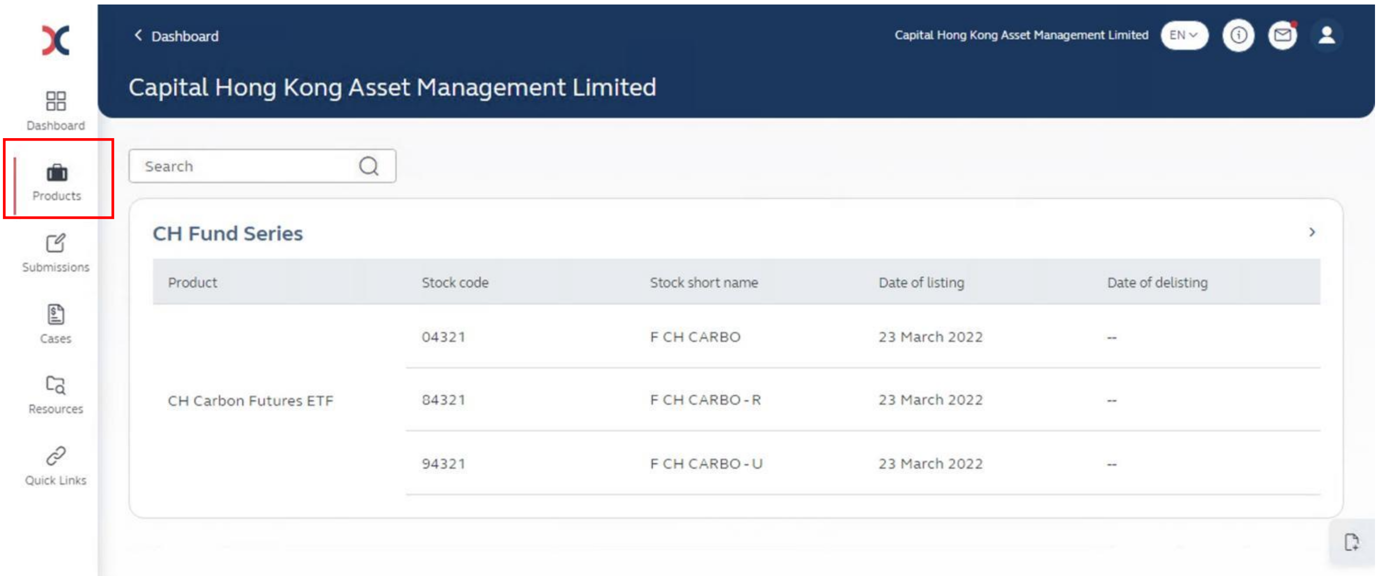
The record(s) is displayed by case level, and only the latest trading arrangement of each case will be displayed.

2. Click an item in the table, the Trading arrangement detail drawer will pop up where you can view detailed information of the trading arrangement.

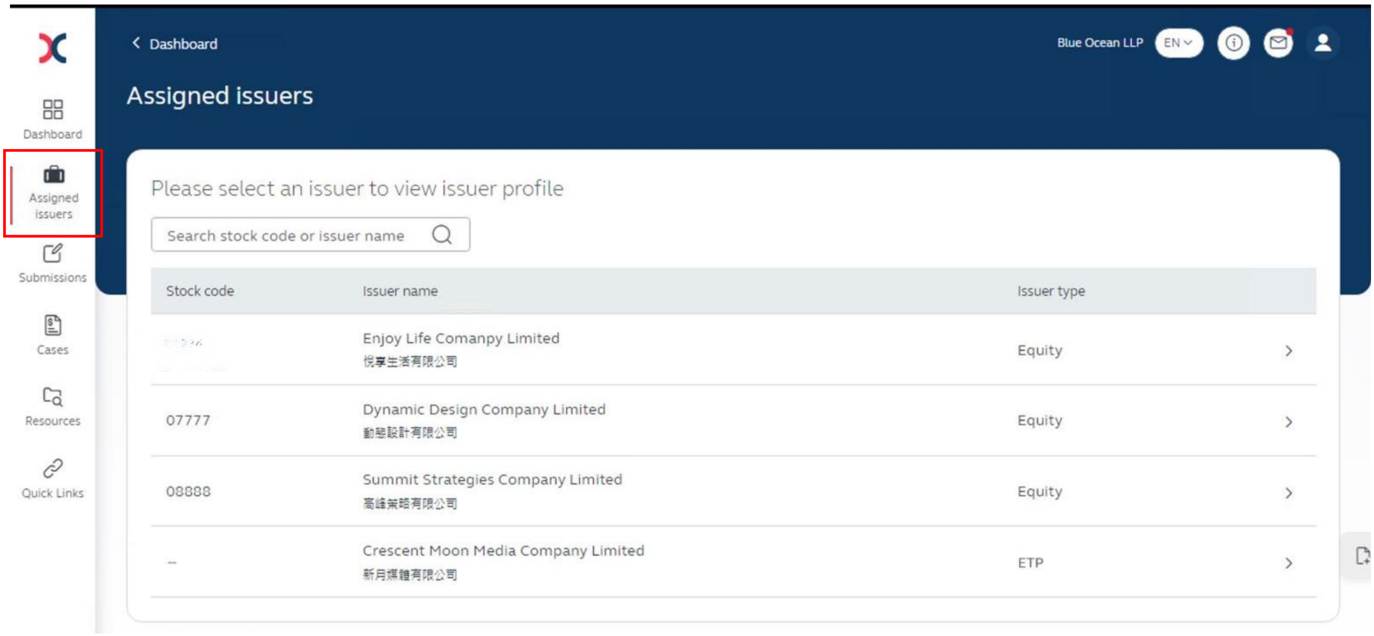
3. If you have the "Submitter" permission to "Trading arrangement" of the issuer, click Edit Edit to proceed to the "Trading arrangement landing page". For details, please refer to section "5. Submissions and cases" > "E. Trading arrangement".

## 4.3 Issuer profile management (for Exchange traded product issuer)

If the "Company type" of the company you belong to is "Exchange traded product issuer" and your role is Authorised representative (AR)/Issuer representative (IR), click the Products Products icon on the left navigation bar, you will be navigated to the ETP scheme selection page.

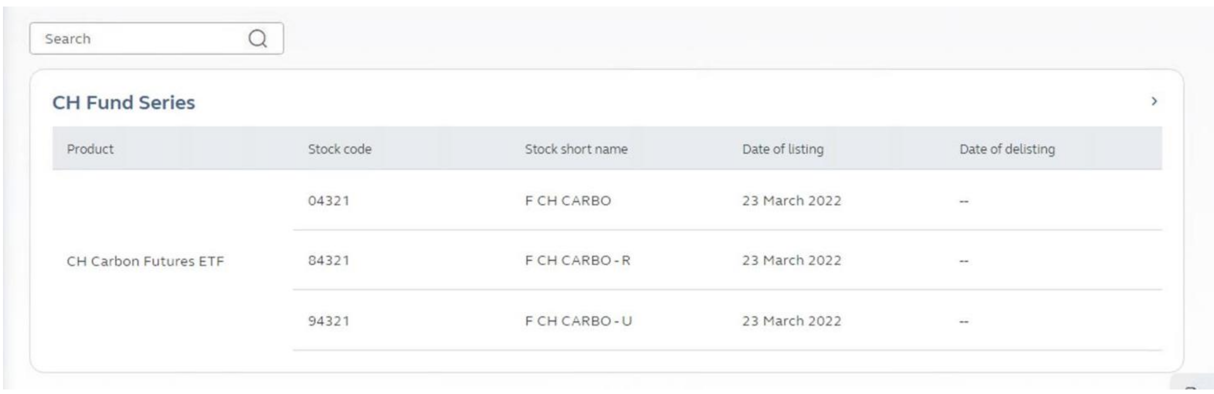



If your role is Adviser user, click the Assigned issuers Assigned issuers icon on the left navigation bar, you will be navigated to the Assigned issuers page. You can view all the issuer(s) you has been assigned on this page (details about the assignment please refer to section "2.2.2 User management"), click an item in the table, if the "Company type" of the issuer is "Exchange traded product issuer", you will be navigated to the ETP scheme selection page.



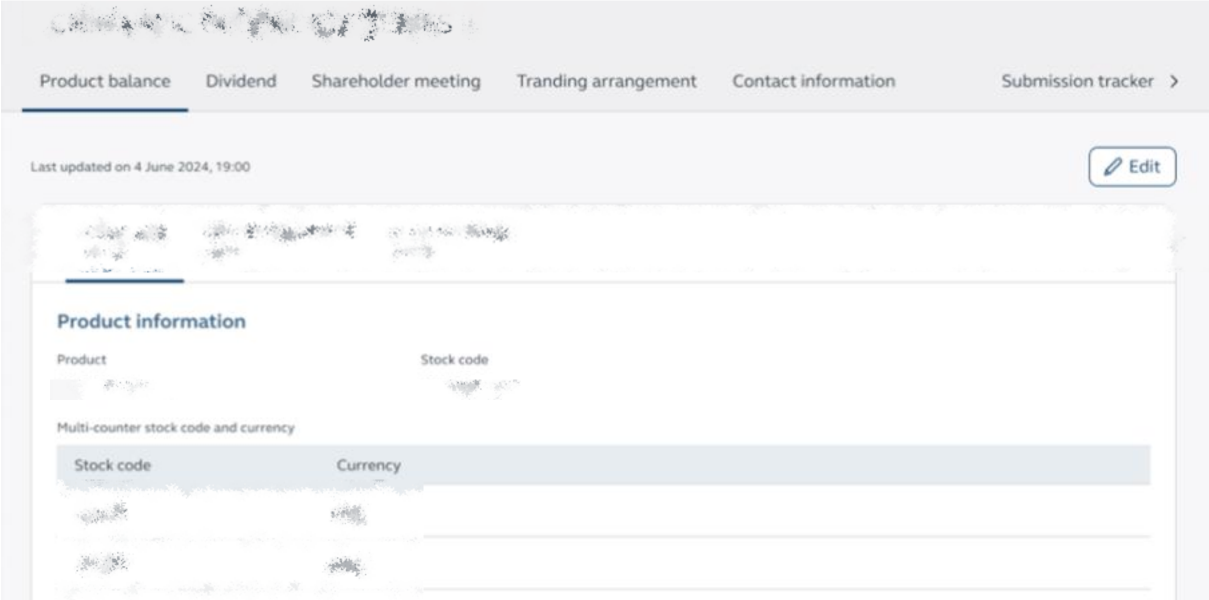

### ETP scheme selection page

1. ETP issuer profile is displayed by scheme level, instead of issuer level. Therefore, you needs to select a scheme first, then view the detailed profile information of the selected scheme.
2. You can view all the schemes and exchange traded products of your company on this page. If you want to create changes towards scheme, or the scheme and product relationship, you can use function detailed in section "4.4 Product and scheme management".



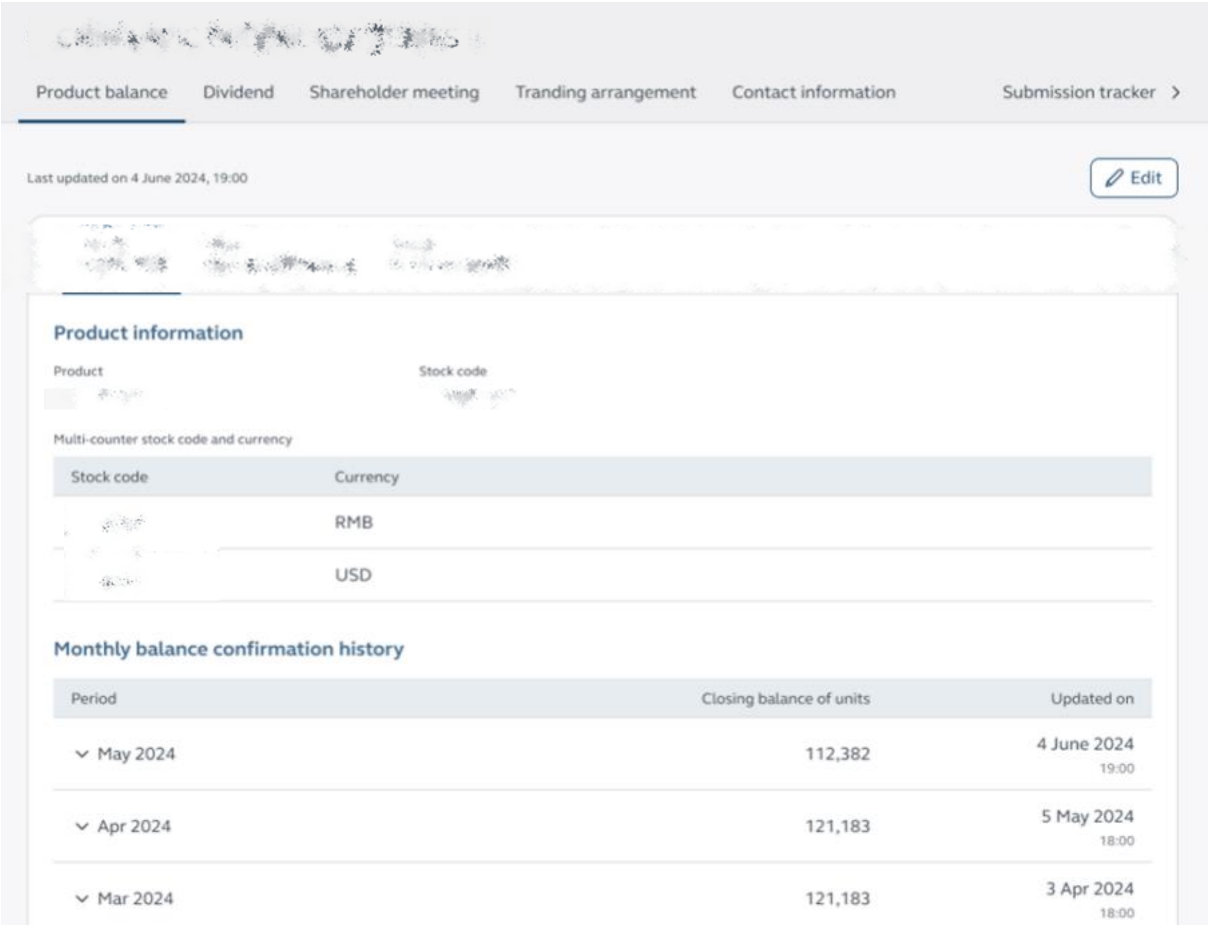

3. Click the whole row with >, you will be navigated to the issuer profile of the scheme.

## Issuer profile of scheme




1. You can view the product balance, dividend, shareholder meeting, trading arrangement and contact information of a scheme in the issuer profile (for ETP issuer), the specific information you are allowed to view depends on the permission details/assignment details you have for this issuer, which is managed by issuer administrator user/adviser administrator user in the function detailed in section "2.2 Functional roles granting".
2. In the issuer profile, you can:
   (1) Click Product balance to move to Product balance tab page.
   (2) Click Dividend Dividend to move to Dividend tab page.
   (3) Click Shareholder meeting Shareholder meeting to move to Shareholder meeting tab page.
   (4) Click Trading arrangement Tranding arrangement to move to Trading arrangement tab page.
   (5) Click Contact information Tranding arrangement to move to Contact information tab page.

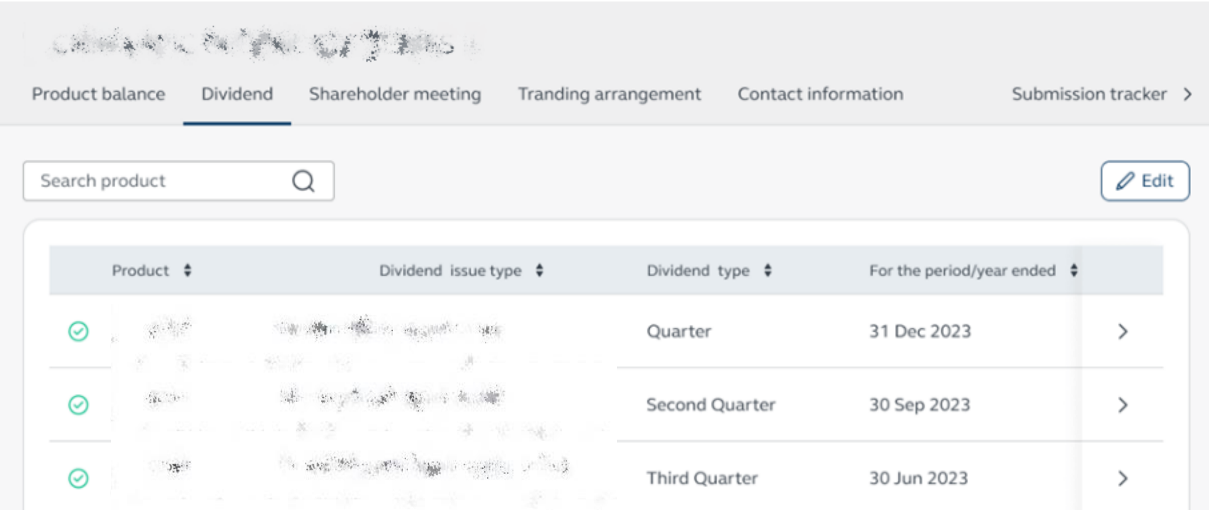
## Product balance tab page




1. You can view all monthly balance(s) and movement record(s) for the product(s) under the scheme.
2. If you have the "Submitter" permission to "Share capital change and confirmation" of the issuer, click Edit 

, the Scheme and period selection pop-up dialog will pop up. Select scheme and reporting period, then click Proceed, you will be navigated to the Share capital change and confirmation landing page, details please refer to section "5. Submissions and cases" > "I. Share capital change and confirmation (Monthly Return, MR)".

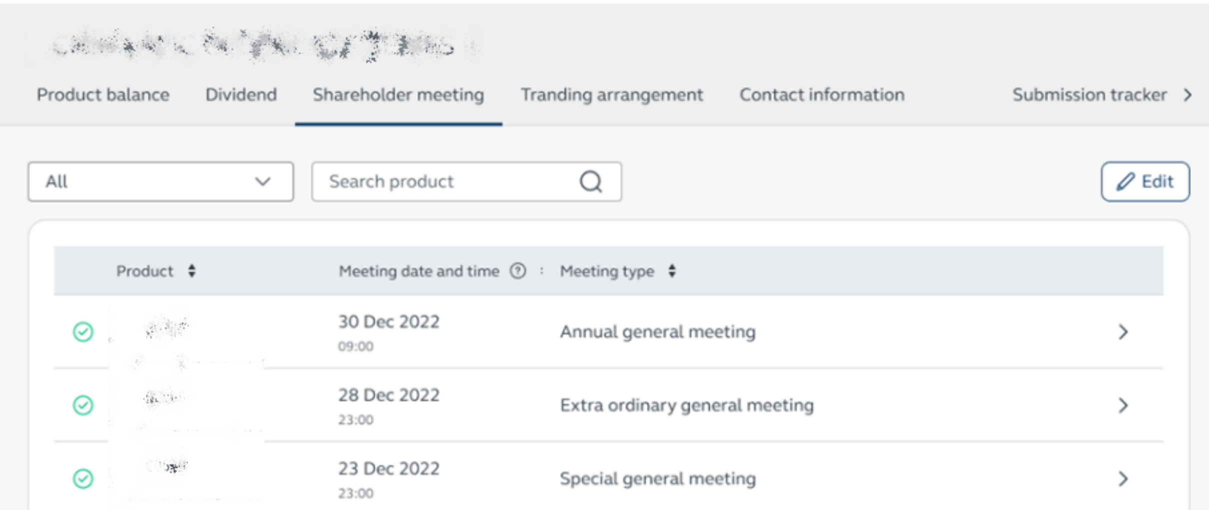
## Dividend sub tab page




1. You can view dividend record(s) of the scheme on this page.
2. Click an item in the table, the Dividend detail drawer will pop up for you to view detail information of the dividend.
3. If you have the "Submitter" permission to "Dividend" of the issuer, click Edit 

, you will be navigated to the Dividend landing page, details please refer to section "5. Submissions and cases" > "C. Dividend".

## Shareholder meeting sub tab page



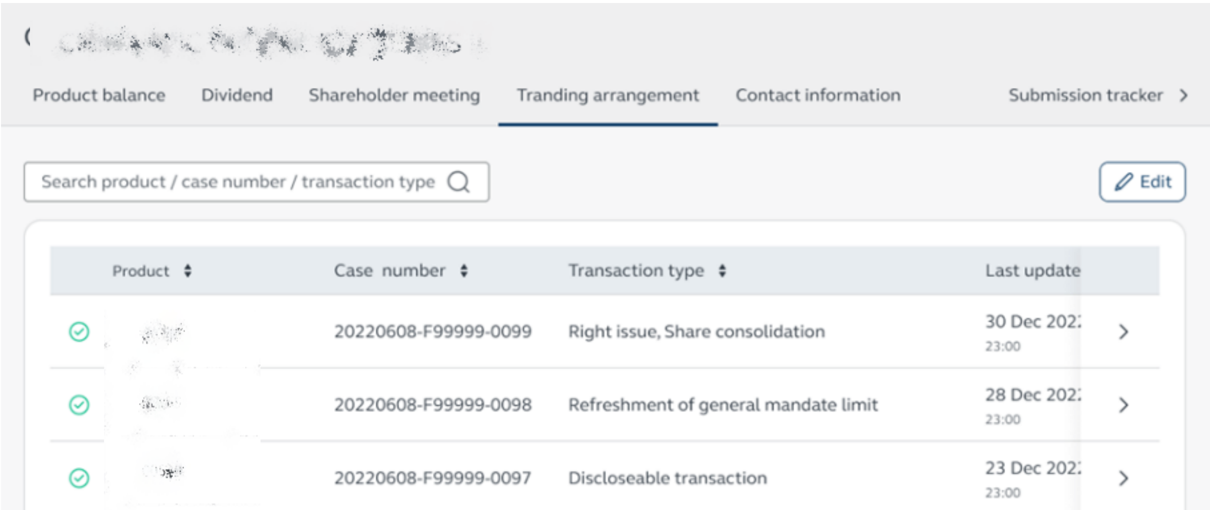

1. You can view shareholder meeting record(s) of the scheme on this page.

2. Click an item in the table, the Shareholder meeting detail drawer will pop up for you to view detail information of the shareholder meeting.

3. If you have the “Submitter” permission to “Shareholder meeting” of the issuer, click Edit 

, you will be navigated to the Shareholder meeting landing page, details please refer to section “5. Submissions and cases” > “D. Shareholder meeting”.

### Trading arrangement sub tab page




1. You can view trading arrangement record(s) of the scheme on this page.

   Note:

   The record(s) is displayed by case level, and only the latest trading arrangement of each case will be displayed.

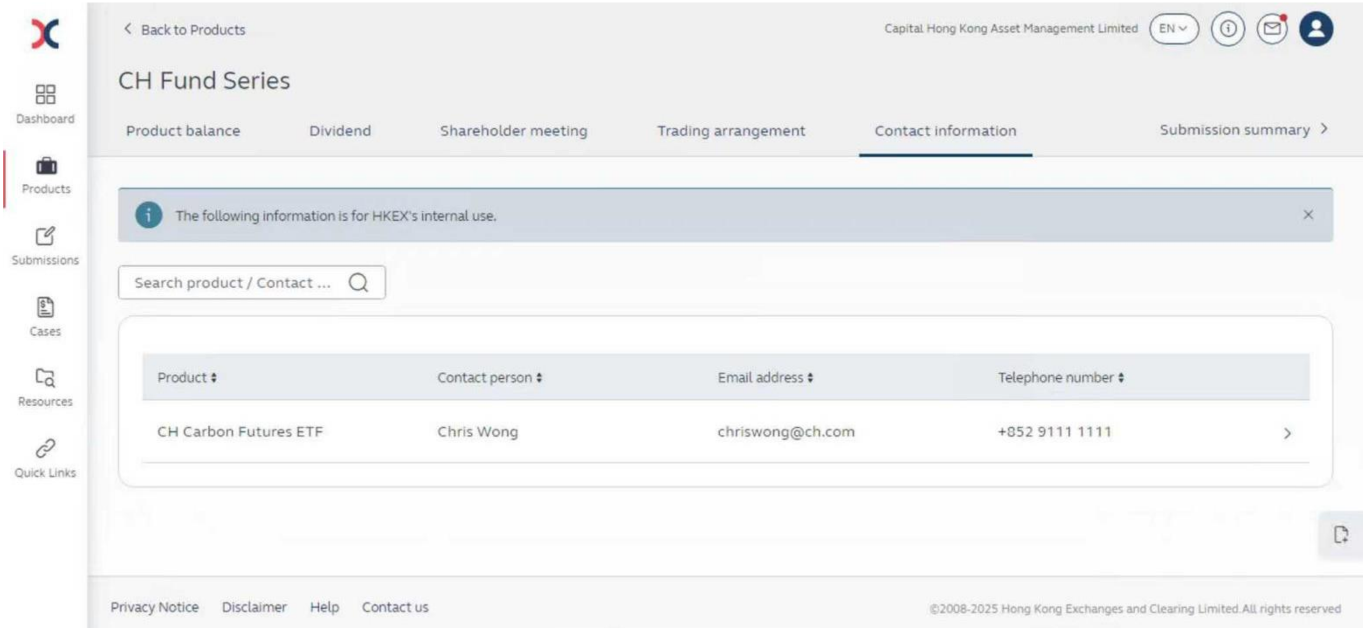
   The “Case type” is the snapshot of the case type when the trading arrangement was created or updated, instead of the latest case type of the case.

2. Click an item in the table, the Trading arrangement detail drawer will pop up for you to view detail information of the trading arrangement.

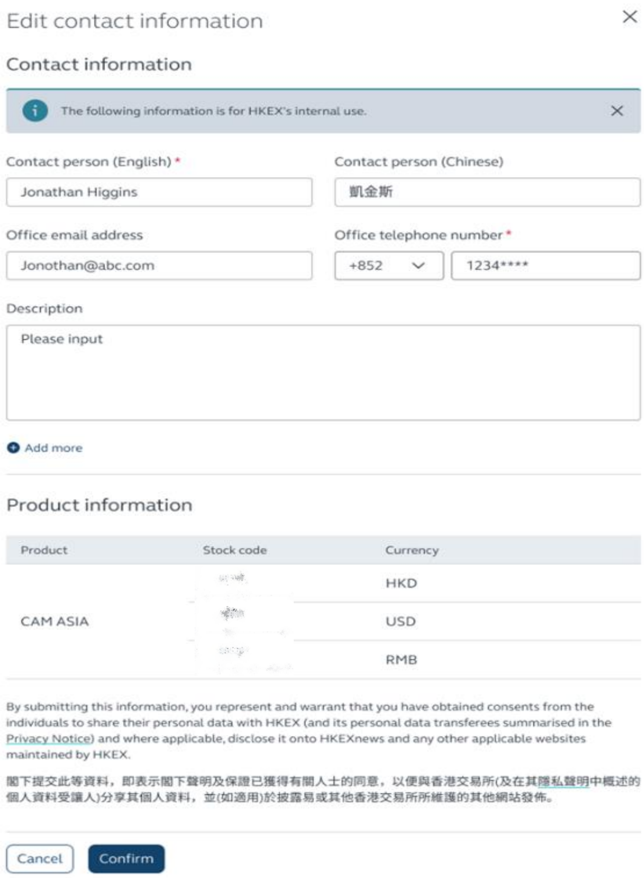
3. If you have the “Submitter” permission to “Trading arrangement” of the issuer, click Edit 

, you will be navigated to the Trading arrangement landing page, details please refer to section “5. Submissions and cases” > “E. Trading arrangement”.

## Contact information tab page

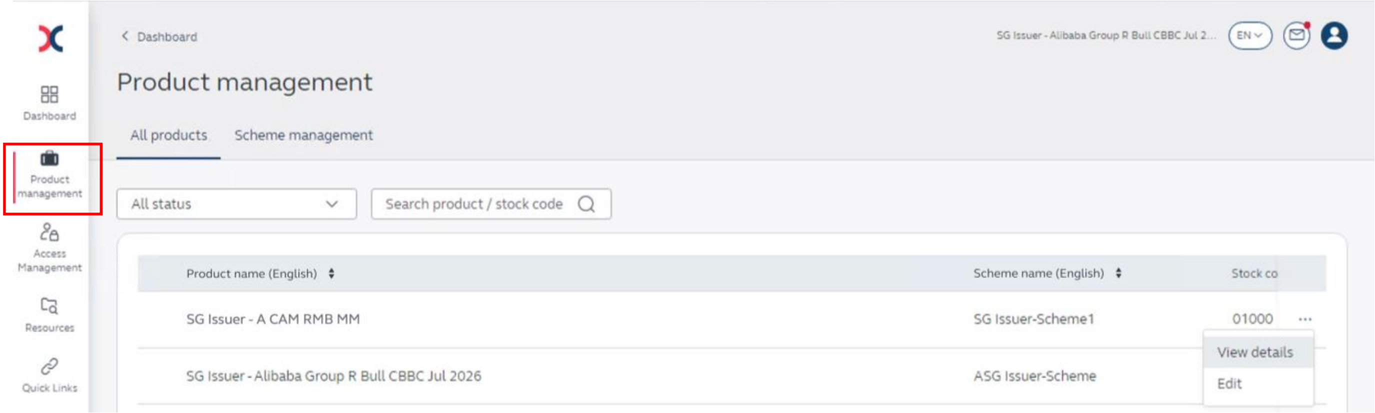



1. You can view contact information of all product(s) under the scheme on this page.
2. Click the whole row with >, the Edit contact information dialog will pop up, you can edit contact information of the product. Click Confirm Confirm, the changes will take effect immediately.



## 4.4 Product and scheme management

If the “Company type” of the company you belong to is “Exchange traded product issuer” and your role is Issuer admin, click the Product management icon on the left navigation bar, you will be navigated to the All products page.

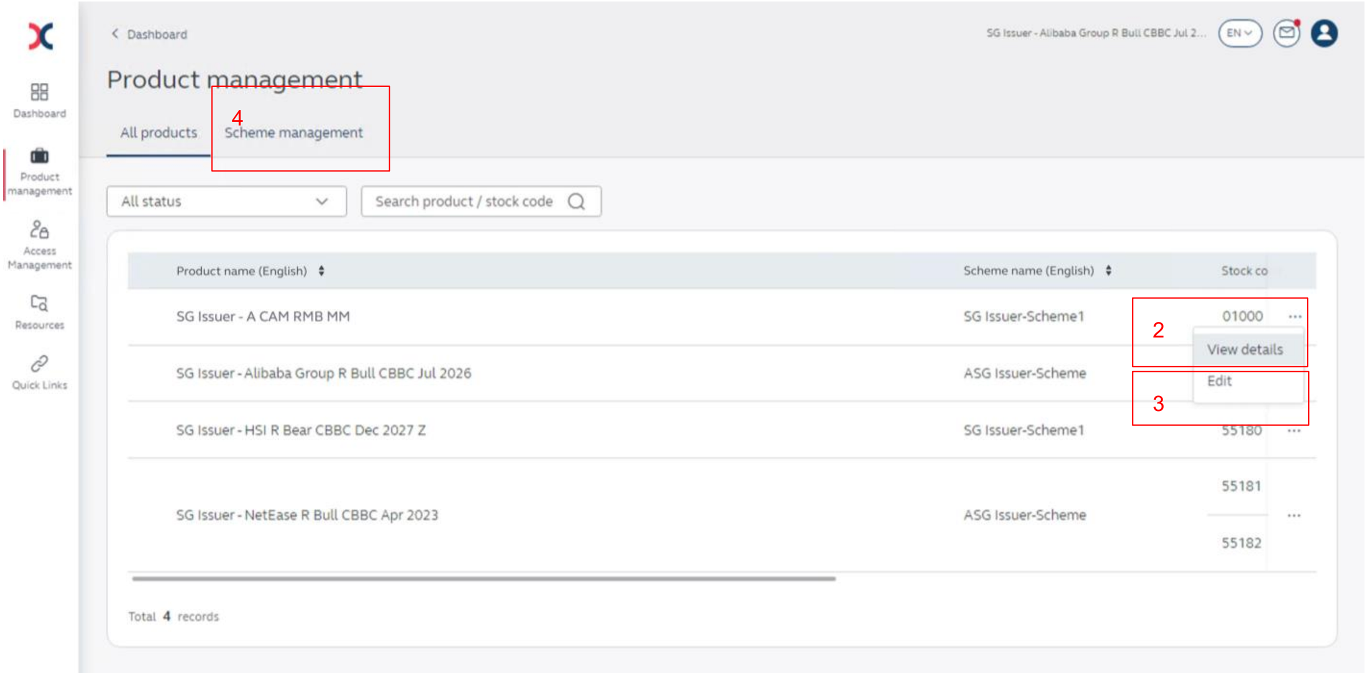



You can:

1. view all ETP product(s), refer to section “4.4.1 Product management”.
2. map ETP product(s) to scheme(s), refer to section “4.4.1 Product management”.
3. create / update / remove scheme(s), refer to section “4.4.2 Scheme management”.

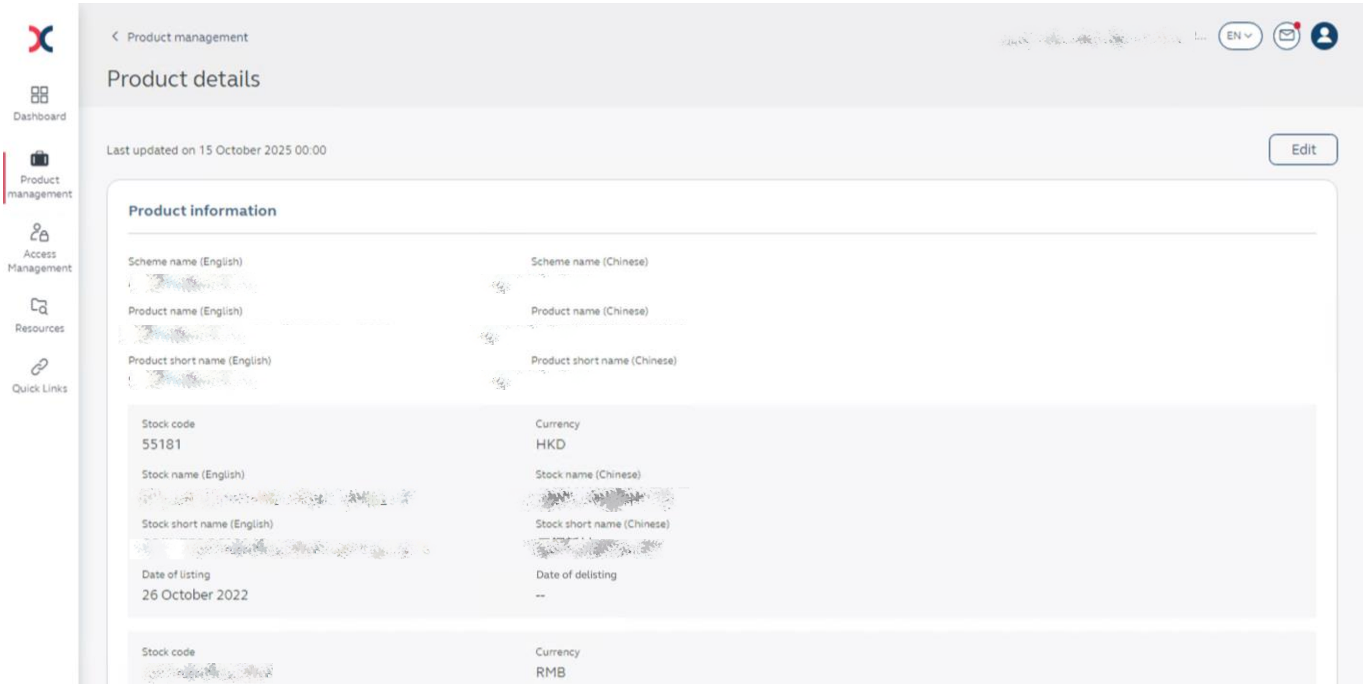
### 4.4.1 Product management

#### All products page



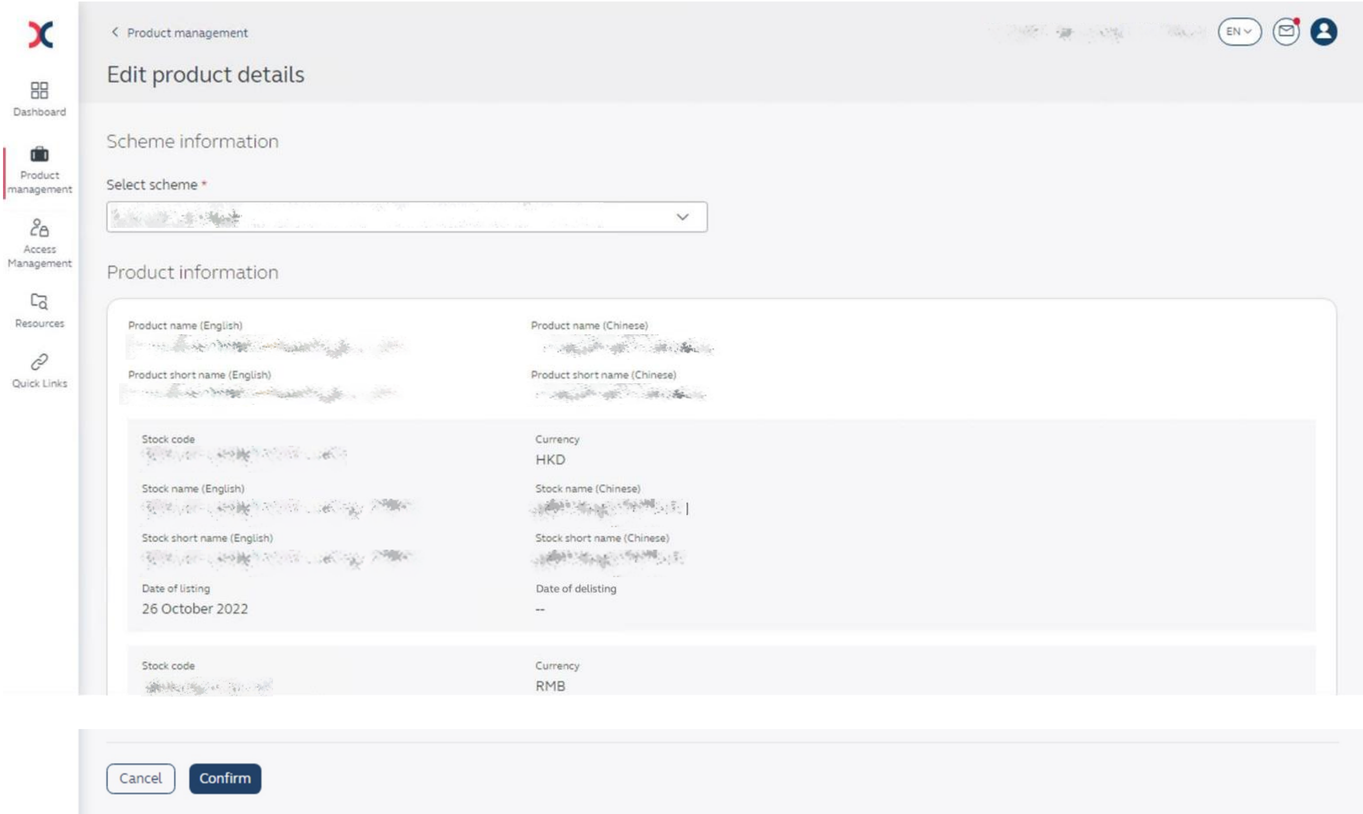
1. You can view all the product(s) of your company on this page.
2. Click ... besides one product, then click View details View details, you will be navigated to the Product details page.
3. Click ... besides one product, then click Edit Edit, you will be navigated to the Edit product details page.
4. Click Scheme management Scheme management, you will be navigated to the Scheme management page.

## Product details page




1. You can view the details of a product on this page.
2. Click Edit Edit, you will be navigated to the Edit product details page.

## Edit product details page

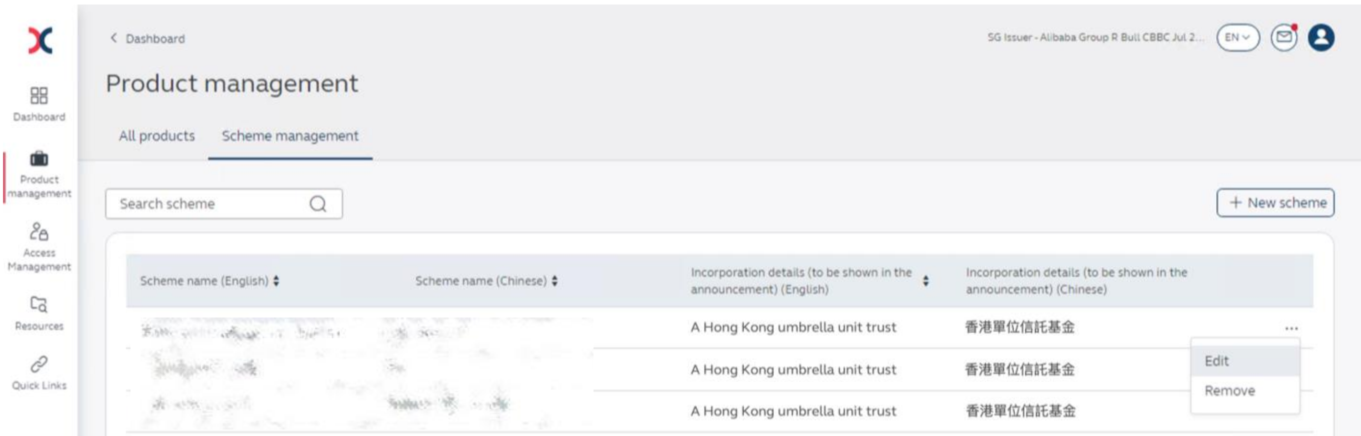



1. You can change the scheme related to a product on this page.

2. Click Confirm Confirm, the changes will take effect immediately.

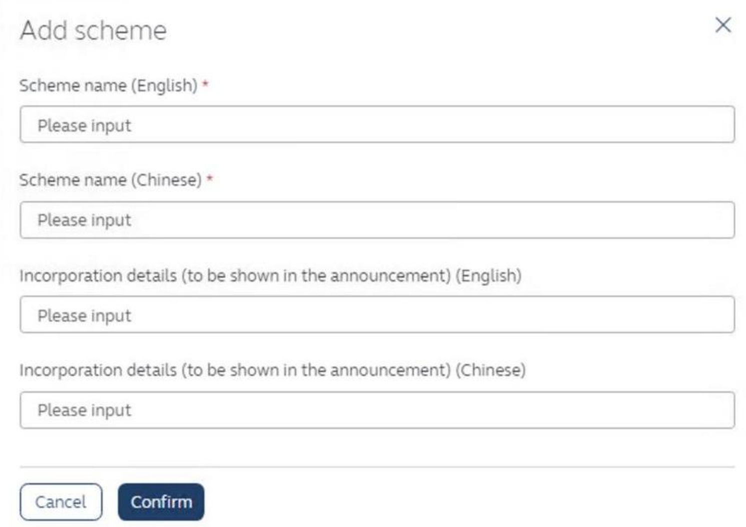
### 4.4.2 Scheme management

## Scheme management page



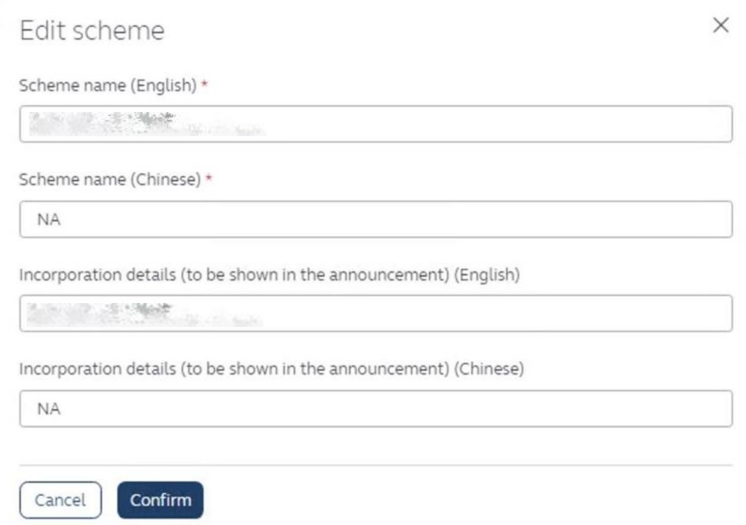
1. You can view all the product(s) of your company on this page.
2. Click + New scheme, the Add scheme dialog will pop up, you can edit scheme name and incorporation details in the dialog, mandatory information is marked with an asterisk “*”.

Once completed, click Confirm, the scheme will be added.

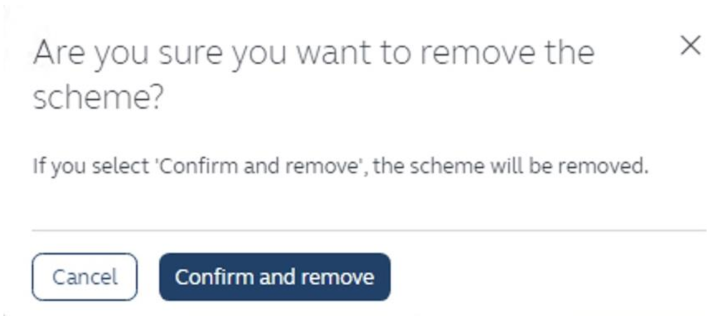



3. Click ... besides one product, then click Edit, the Edit scheme dialog will pop up, you can edit scheme name and incorporation details in the dialog, mandatory information is marked with an asterisk “*”.

Once completed, click Confirm, the changes will take effect immediately.



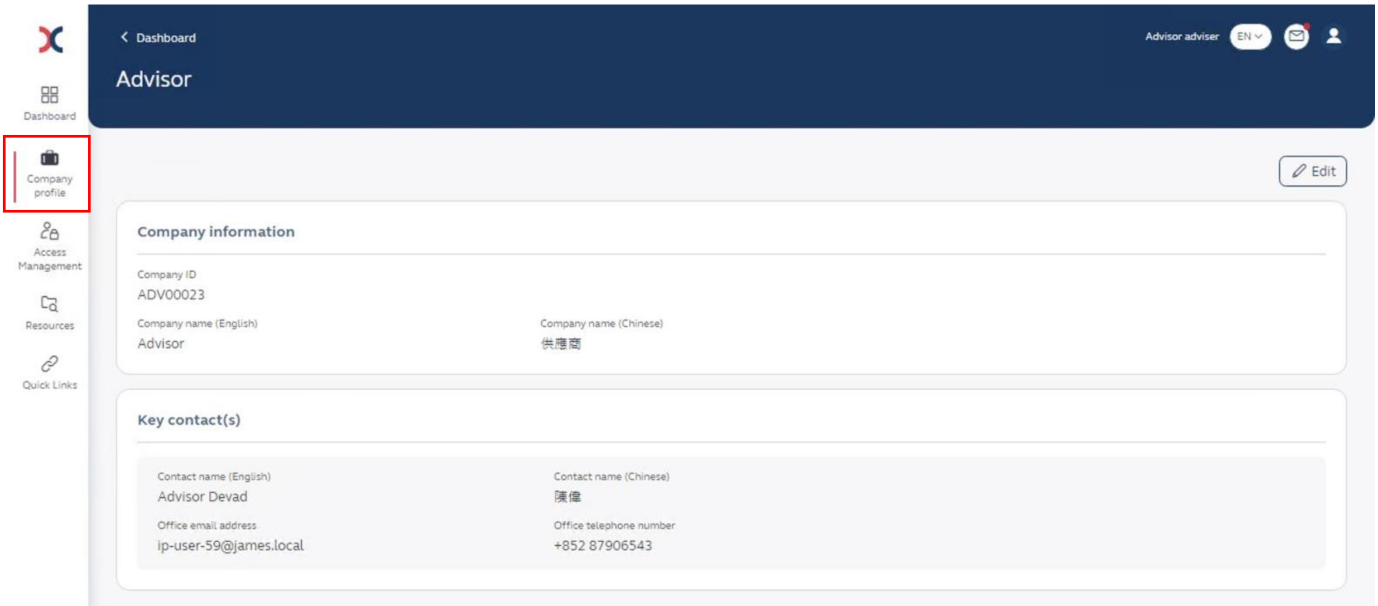
4. Click ... ··· besides one product, then click Remove Remove , the Remove confirmation dialog will pop up. Click Confirm and remove Confirm and remove , you can remove the scheme.




## 4.5 Adviser profile management

If your role is “Adviser administrator”, you can use this function to manage the company profile of your adviser company.

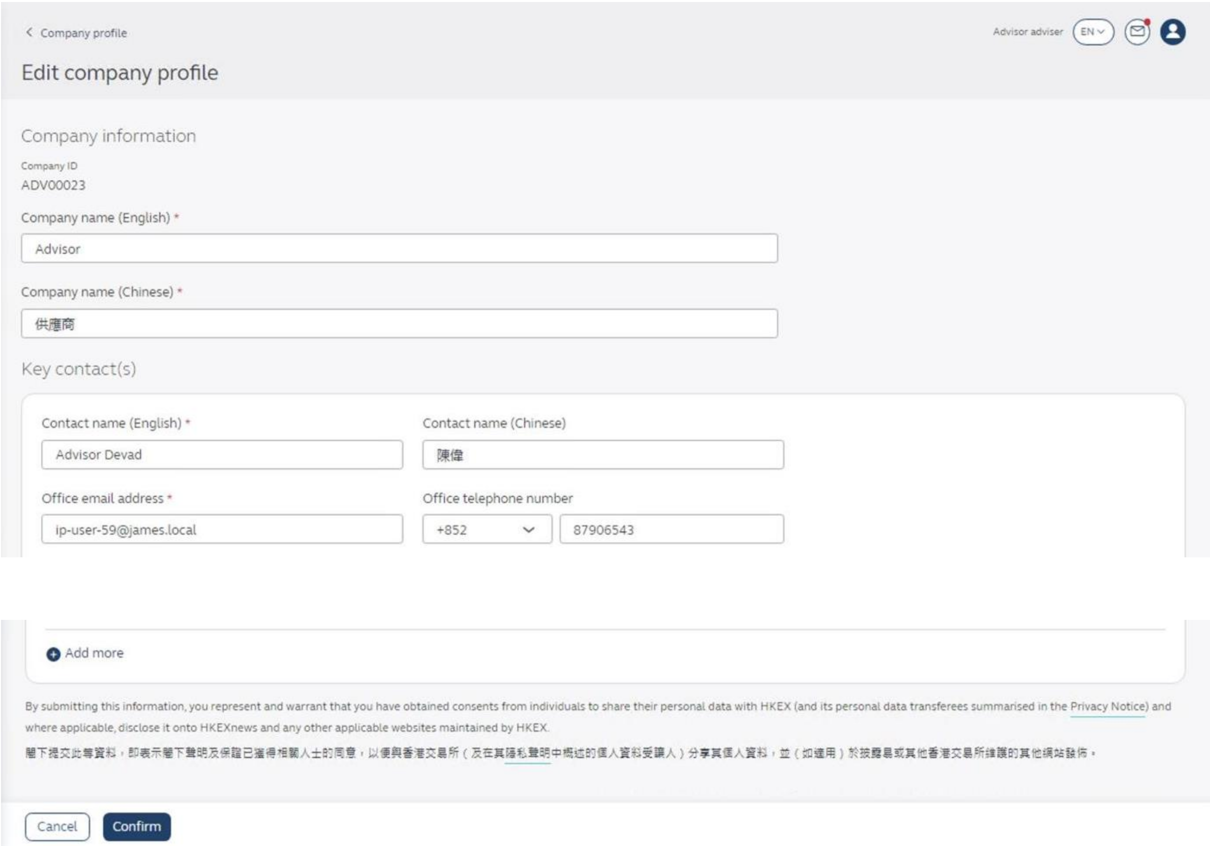
Click the Company profile icon on the left navigation bar, you will be navigated to the Company profile page.




1. You can view “Company information” and “Key contact(s)” of your company on this page.

2. Click Edit Edit, you can move to Edit company profile page.

## Edit company profile page




1. You can edit “Company information” and “Key contact(s) ” on this page, mandatory information is marked with an asterisk “*”.

2. Click Confirm 

, the updated information will take effect immediately.

# 5. Submissions and cases

This function is for you to manage profile management related submission, submission to HKEX, and cases.

## 5.1 Profile management related submission

Use this function to perform the following types of submissions. Any changes made will be reflected in the issuer profile.

| | Submission type | Requires publication on HKEXnews website? |
|---|---|---|
| Corporate events | Blackout period | No |
| | Board meeting | Yes |
| | Dividend | Yes |
| | Shareholder meeting | No |
| | Trading arrangement | Yes |
| Corporate and personnel changes | Corporate information changes | Yes |
| | Corporate positions and committee changes | Yes |
| Share capital | Share capital change (Next Day Disclosure Return, NDDR) | Yes |
| | Share capital change and confirmation (Monthly Return, MR) | Yes |

### 5.1.1 Overview

1. Steps for profile management related submission are as follows:

Step 1. Enter the landing page: go to the landing page for the submission types (refer to section "5.1.1.1 Enter landing page").

Step 2. Create changes: make changes as needed (refer to sections "5.1.2 Corporate events", "5.1.3 Corporate and personnel changes", and "5.1.4 Share capital").

Step 3. Provide additional information: provide additional information if required (refer to section "5.1.1.2 Provide additional information").

Step 4. Review and submit: review and submit your changes (refer to section "5.1.1.3 Review and submit").

Step 5. Approve or reject submission: for submission types requiring publication, user with "Approver" permission to review, approve or reject the submission (refer to section "5.1.1.4 Approve or reject a submission").

2. To perform these steps, you must have the required permissions. Refer to section “2.2 Functional roles granting” for details:

| Role | Step 1 - Step 4 | Step 1 - Step 4 |
|---|---|---|
| Authorised representative (AR) / Issuer representative (IR) | “Submitter” permission for submission and company profile of the specific submission type | “Approver” permission for submission and company profile of the specific submission type |
| Adviser user | “Submitter” permission for submission and company profile of the specific submission type and assignment to the specific issuer | “Approver” permission for submission and company profile of the specific submission type and assignment to the specific issuer |

3. Profile management involves two system components: **object** and **submission**. A submission consists of one or more objects. You can make changes to one or multiple objects and submit them together in a single submission. Therefore, there are two status types: **object status** and **submission status**.

4. **Object status**:

(1) New New: the object is newly created in the submission.

(2) To be updated To be updated: changes are made on an active object, but they have not been submitted or approved yet

(3) Draft Draft: if you click save draft at the upper right corner of the page, any unfinished objects will be saved as a draft.

(4) To be withdrawn To be withdrawn: this status appears when you click “withdraw” on an active object but have not submitted the change yet, or the submitted change is still pending approval.

(5) Active: Green colour is used to represent this status while it can have different names e.g. Scheduled. An active object refers to one that has been submitted, approved, and published (if applicable), with changes made to issuer profile.

(6) Cancelled Cancelled: an active object has been withdrawn.

(7) Locked Locked for submission : if a submission is still in progress, the object will be locked to avoid duplicate changes.

5. **Submission status**:

In 5.4 Submission summary, you can see the status of all your submissions.

(1) Yellow clock will appear next to the submissions with the following status:

1) Saved Saved: the submission is saved as draft and not yet submitted.

2) Pending approval Pending approval (for submission types requiring approval): submitted but pending approval.

3) Pending publication Pending publication (for submission types requiring approval and publication): submission approved and to be published in the next publication window.

(2) Green tick will appear next to successful submissions:

1) Submitted to HKEX Submitted to HKEX (for submission types not requiring approval or publication): submissions successfully sent to HKEX.

2) Published Published (for submission types requiring approval and publication): submissions have been successfully submitted, approved, and published in the HKEXnews.

(3) Red warning and pending resolution Pending resolution: system error on this submission awaiting resolution. Please contact the HKEX helpdesk (see in 6. General).

### 5.1.1.1 Enter landing page

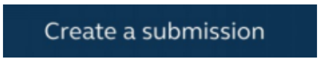
Access the submission landing page through the following entry points:

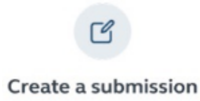
1. Create a submission
2. Submission summary
3. Issuer profile
4. To-do list
5. Inbox

## 1. Create a submission

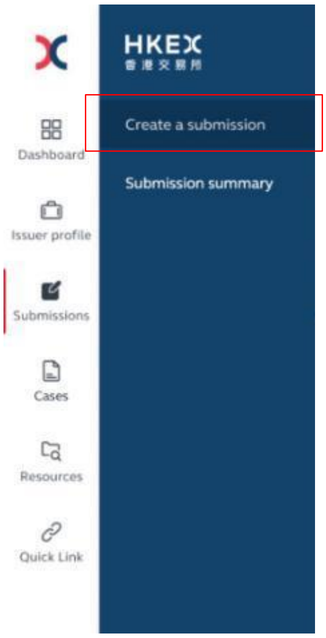
Click the “Submissions” 

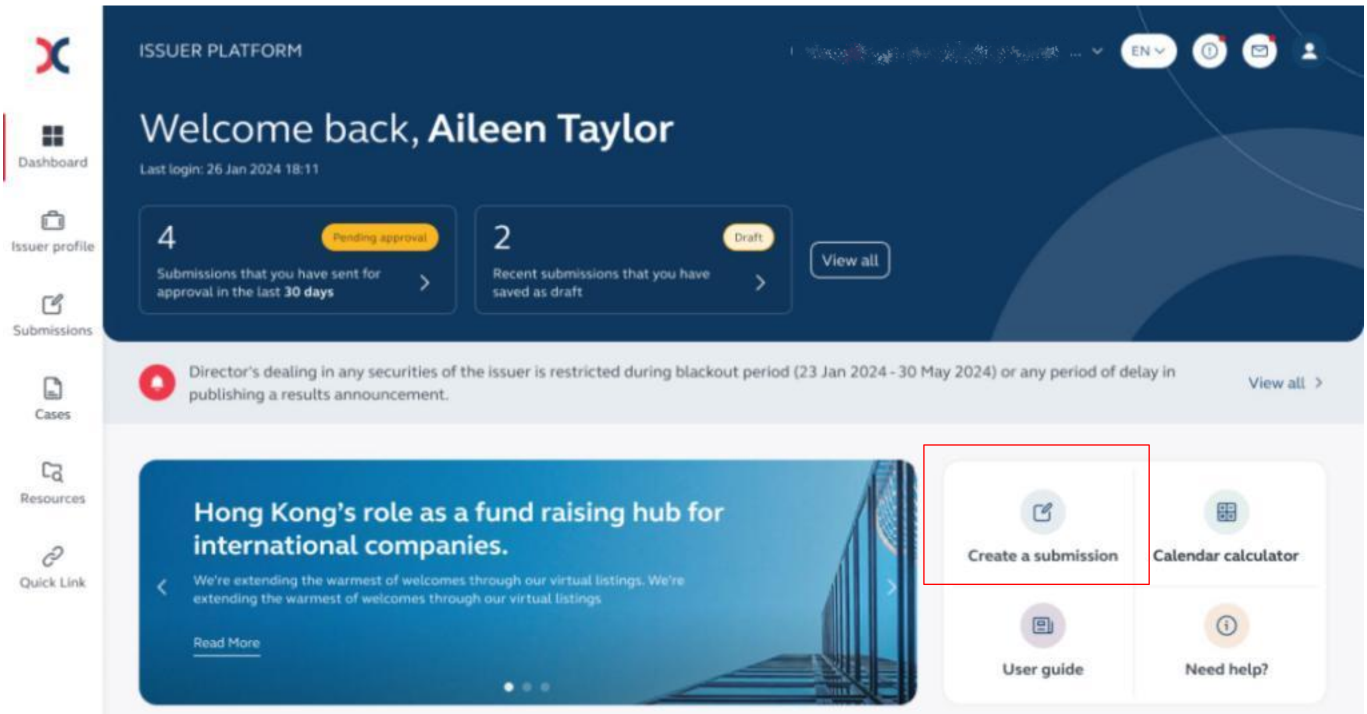
icon on the left navigation panel, then click the Create a submission



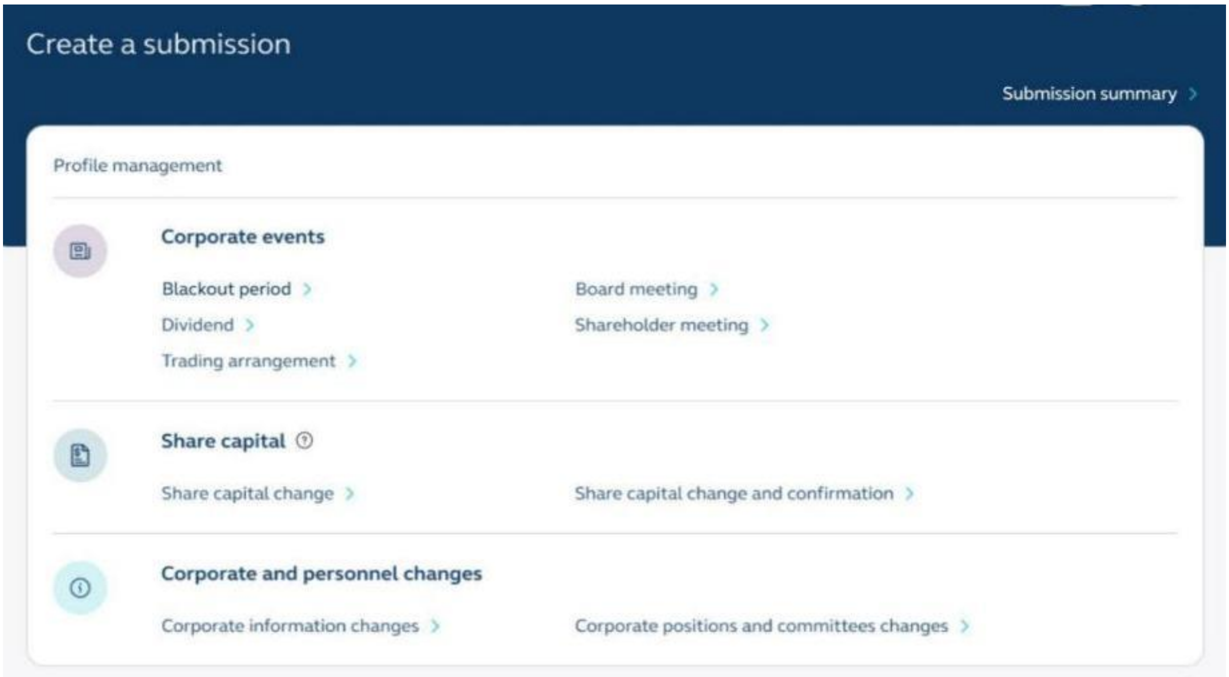
button on the sub menu, or click the Create a submission 

button on the dashboard, you will be navigated to Create a submission page.



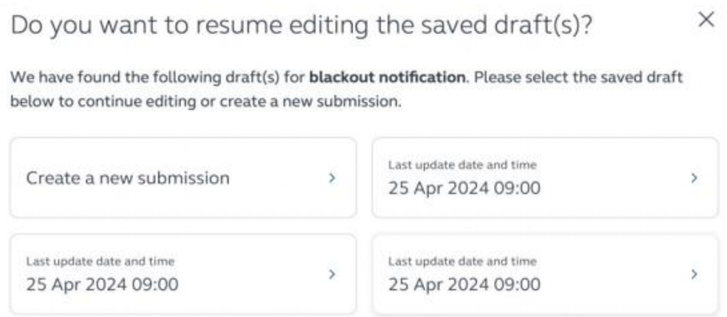
### Create a submission page




1. You can view all the submission types that you have "Submitter" permission for.
2. Click any button in the "Profile management" section (such as Blackout period > Blackout period > )

(1) If you have not created any draft submission, you will be navigated to the landing page to create a new submission. Please refer to section "5.1.2 Corporate events" to "5.1.4 Share capital" for details.

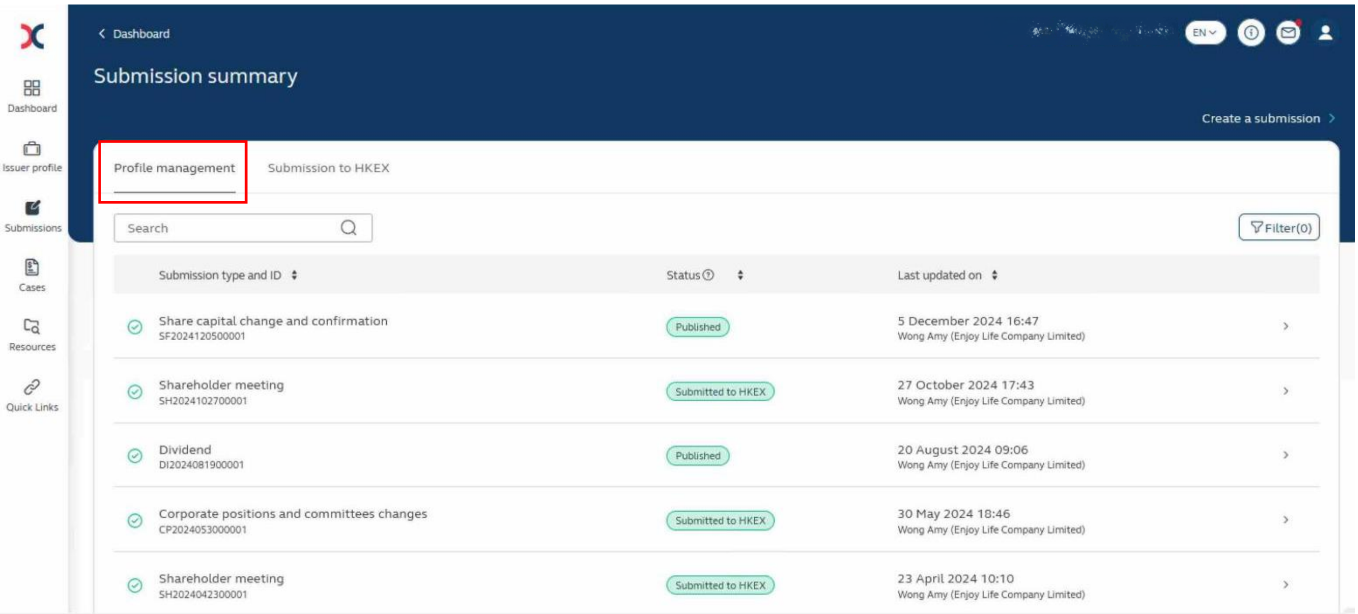
(2) If you have created submission draft(s), the Draft selection dialog will pop up. You can create a new submission or continue with an existing draft. Click any card in the dialog. You will be navigated to the landing page to create changes. Please refer to section "5.1.2 Corporate events" to "5.1.4 Share capital" for details.



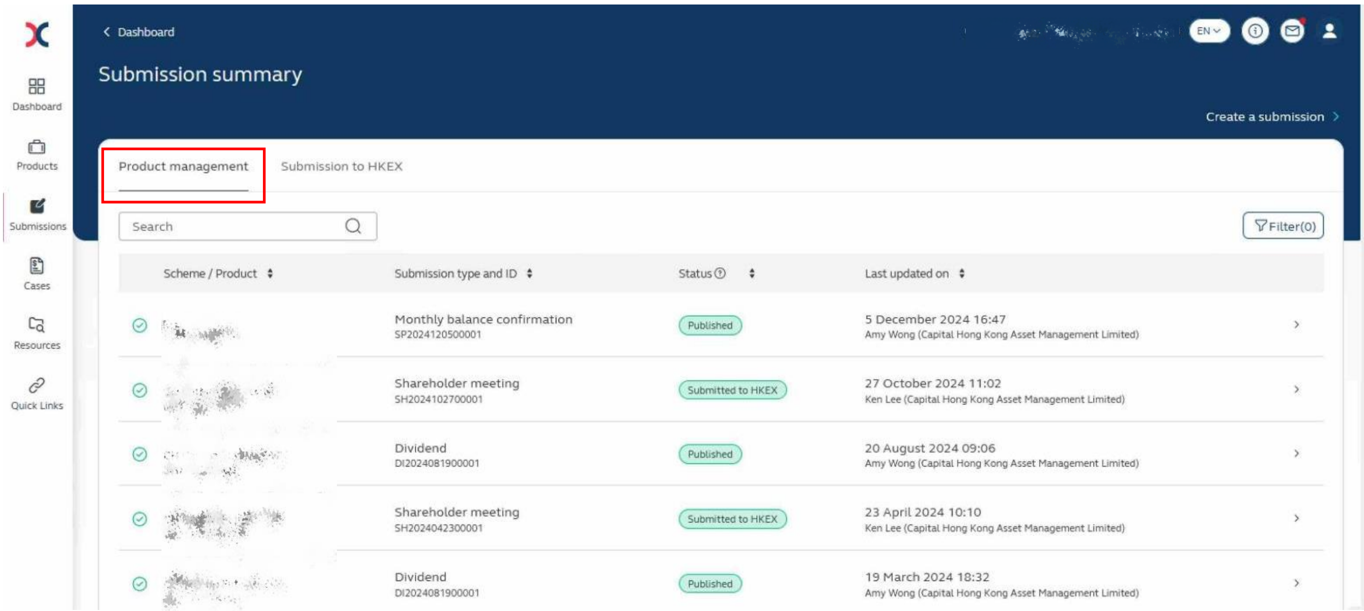
## 2. Submission summary

On the Profile management tab page / Product management tab page, if the record status is marked as “Saved”, and you are both the submission creator and retain submitter permission, clicking the record will direct you to the landing page.

The Profile management tab page for equity issuer




The Product management tab page for ETP issuer



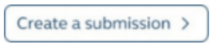

## 3. Issuer profile

If you have submitter permission for a submission type, you will see Edit button on the issuer profile page. Clicking the Edit button to proceed to the landing page of the related submission type. For details, please refer to section “4.2 Issuer profile management (for Main Board or GEM issuer)” and “4.3 Issuer profile management (for Exchange traded product issuer)”.

### 4. To-do list

If a to-do list item is related to creating or editing a submission, click the item will take you to the landing page of the related submission type.

### 5. Inbox

If an inbox message is related to creating a submission, click Create a submission 

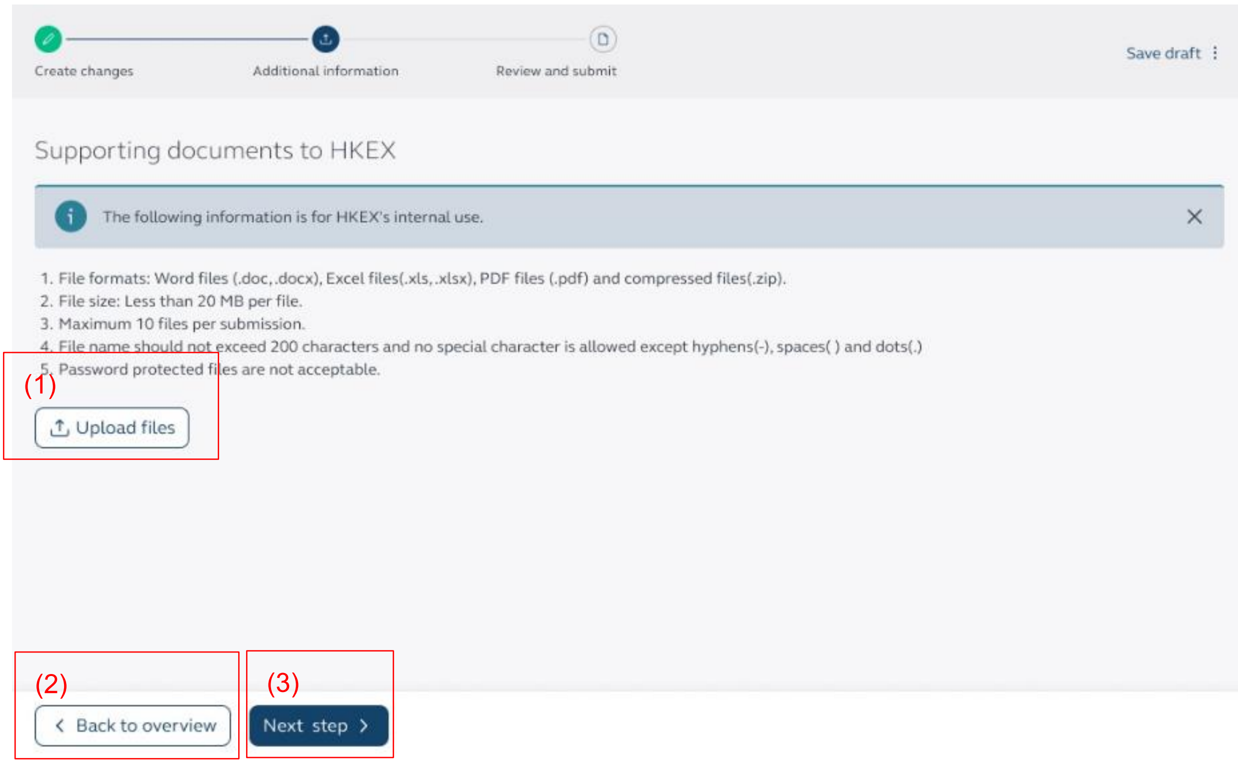
in the Inbox message detail dialog to proceed to the landing page of the related submission type.

### 5.1.1.2 Provide additional information

#### Additional information page

1. Additional information page - submission only

Upload supporting documents to HKEX if needed.




(1) Upload files 

: click to upload files. Follow the instructions to select files from your computer. Enter the following information, mandatory information is marked with an asterisk “*”:

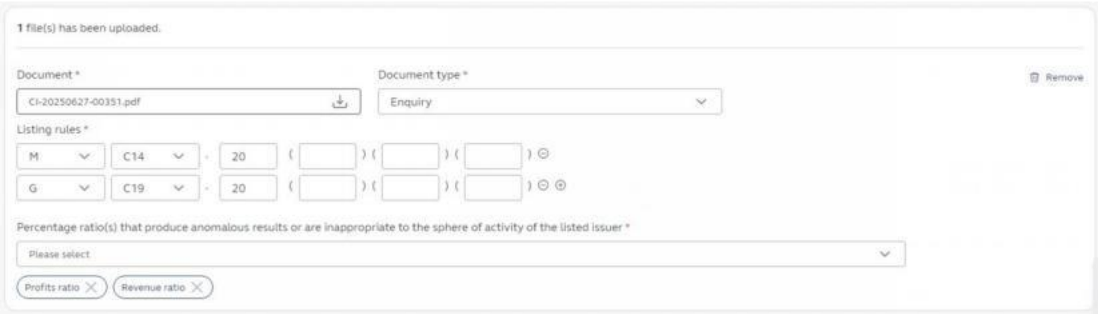
1) **Document type**: select one from the drop-down list

2) **Listing rules** (optional): indicate the relevant listing rules for the uploaded document.


- Board: Select Main Board (i.e. "M") or GEM (i.e. "G") from the drop-down list;
- Chapter: select one from the drop-down list; and
- Input the relevant listing rule in the four blank spaces.

Click + ⊕/ - ⊖ button to add or remove the listing rule inputted.

3) If "Listing rules" include "M C14.20" or "G C19.20", and "Document type" is "Enquiry", you must select at least one percentage ratio from the drop-down list

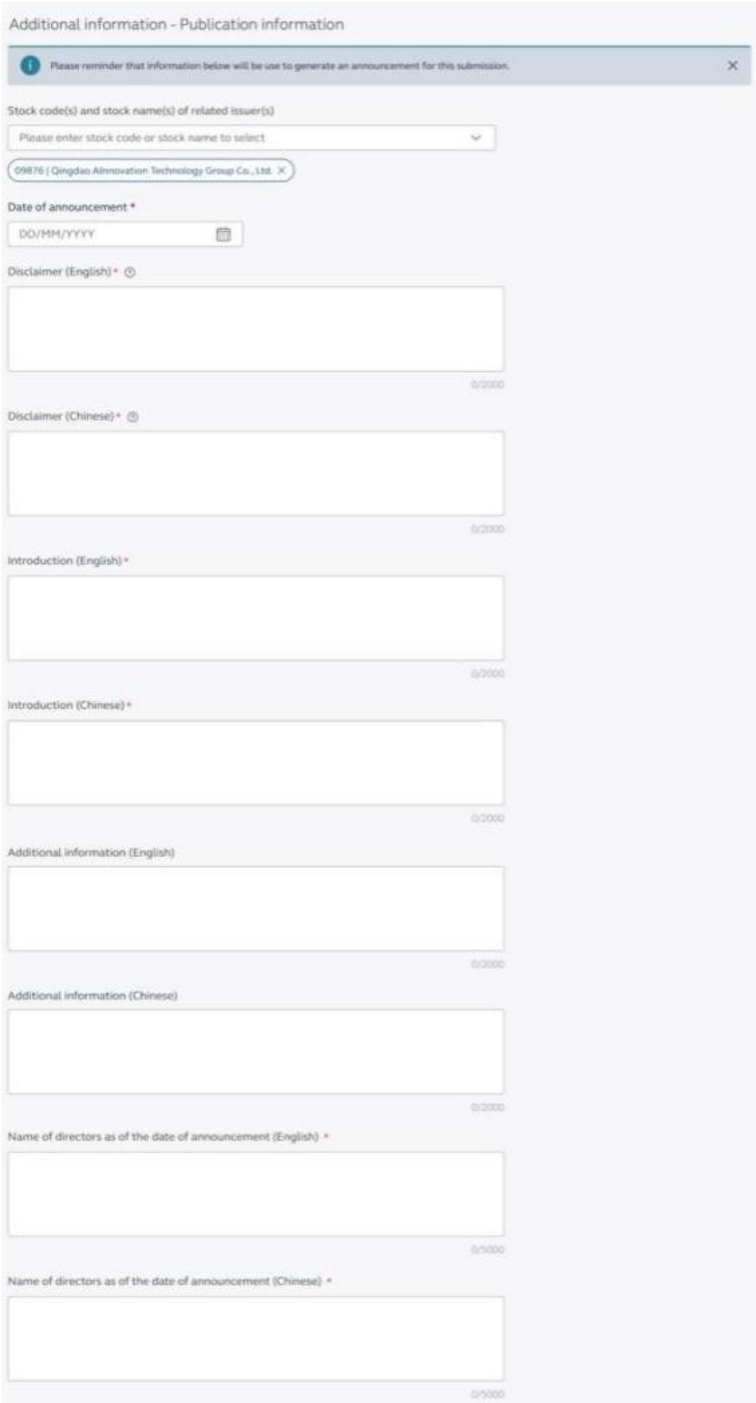



4) If "Listing rules" include "M PN15" or "G PN3", and "Document type" is "Spin-off Proposal", you must select the listing venue of the proposed spin-off target from the drop-down list


(2) Click < Back to overview [< Back to overview] to save the submission as a draft and return to the previous page.

(3) Once completed, click Next step > [Next step >] to save the draft and proceed to section "5.1.1.3 Review and submit".

2. Additional information – Publication information




For submissions that require publication, you must provide the following additional information to generate an announcement. Mandatory information is marked with an asterisk "*":

- Stock code(s) and stock name(s) of related issuer(s): select at least one from the drop-down list
- Date of announcement
- Submission date

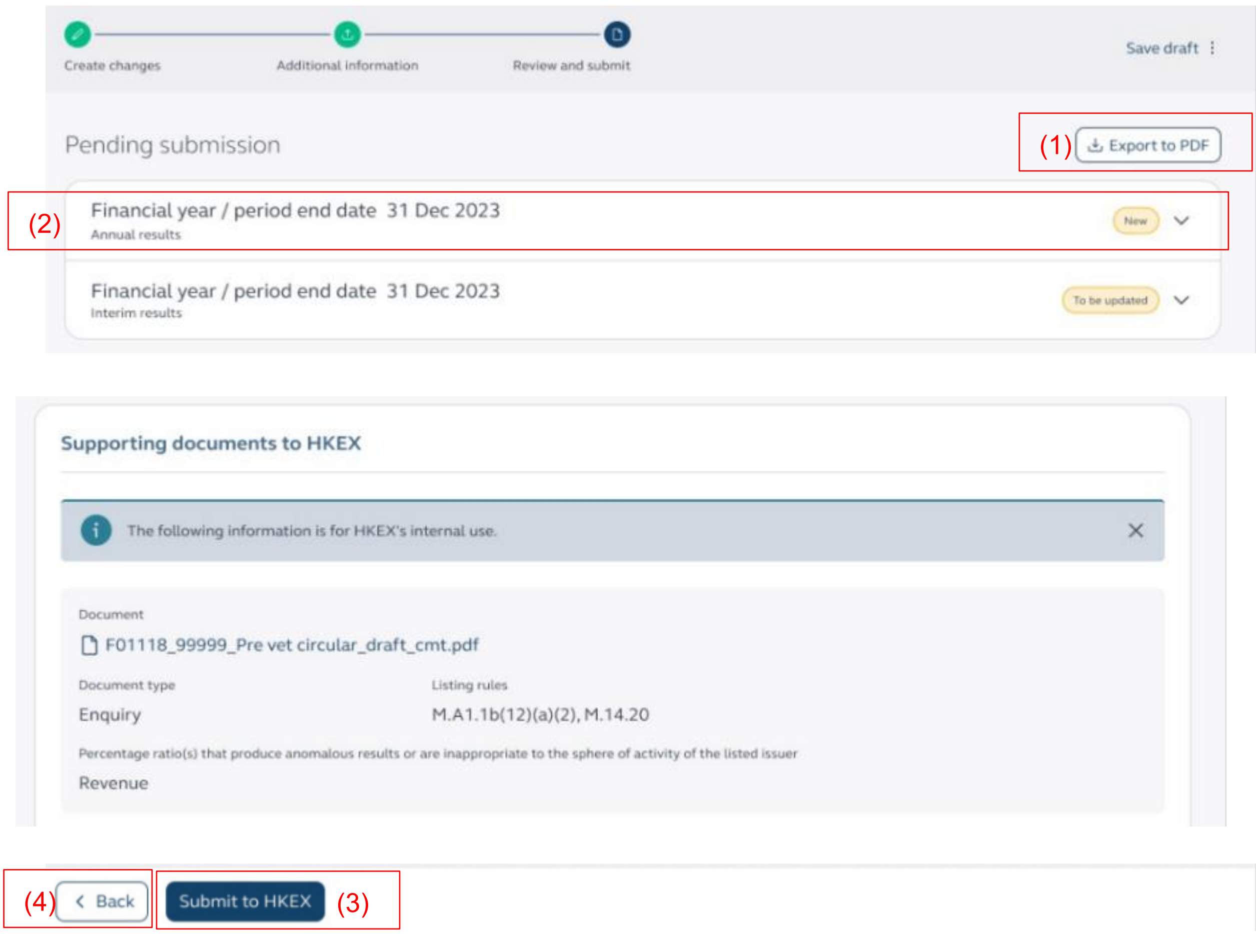
- Disclaimer: input in both English and Chinese
- Introduction: input in both English and Chinese
- Additional information input in both English and Chinese
- Name of directors as of the date of announcement: input in both English and Chinese. The system will create an initial list. You can modify as needed.

### 5.1.1.3 Review and submit

#### Submission review page

Users can review previously entered information on this page.

1. Submission review page: submission only




(1) Click Export to PDF to download this page as a PDF file.

(2) Click the arrow or the submission object to expand or collapse its information.

(3) Click Submit to HKEX to submit the submission, and you will be navigated to Submission acknowledgement page. For details, please refer to section "5.1.1.5 Acknowledgement".

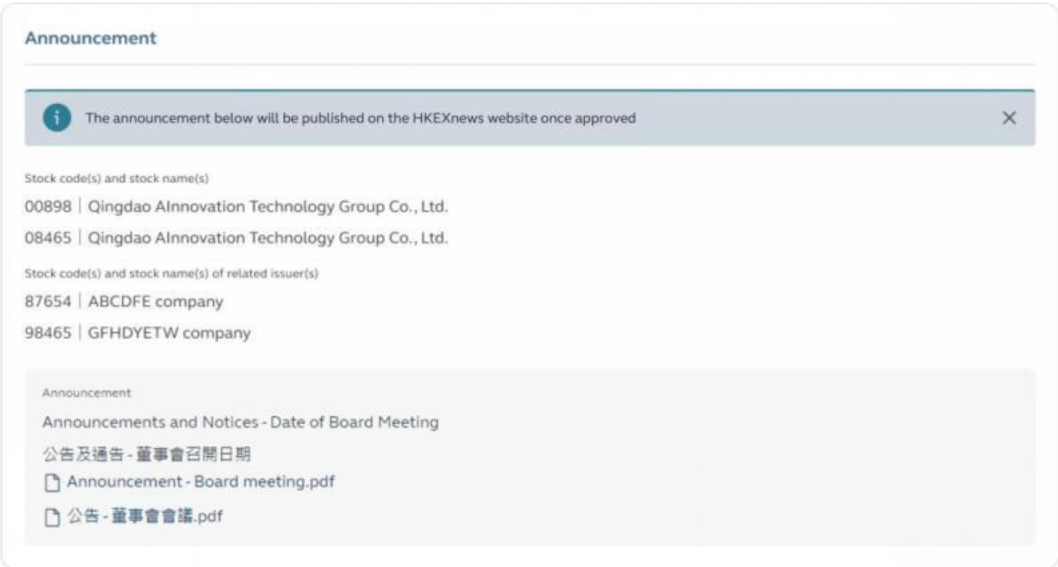
(4) Click < Back to navigate back to Additional information page. For details, please refer to section "5.1.1.3 Review and submit".

2. Submission review page: submission and publication

(1) For submissions that require publication, two additional sections will appear:

1) Announcement

Click the document link to download the draft announcement generated from the system. It will be published on the HKEXnews website after approval by the approver.




2) Check the box "By clicking "Submit for approval", I confirm that I have read and agreed to the information as set out in the announcement(s).".


(2) Click Submit for approval to submit the draft for approval. For details, please refer to section "5.1.1.4 Approve or reject a submission". You will then be navigated to Submission acknowledgement page (see section "5.1.1.5 Acknowledgement").

### 5.1.1.4 Approve or reject a submission

For submission requiring publication on HKEXnews website, user with "Approver" permission should approve or reject the submission on the Submission detail page.

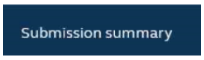
Approver can see the "Pending approval" submissions on:

(1) Dashboard:

- In the "Inbox", "Pending approval" submissions are marked with a red dot 
- In the "To-do list", they are marked as "Pending submission".

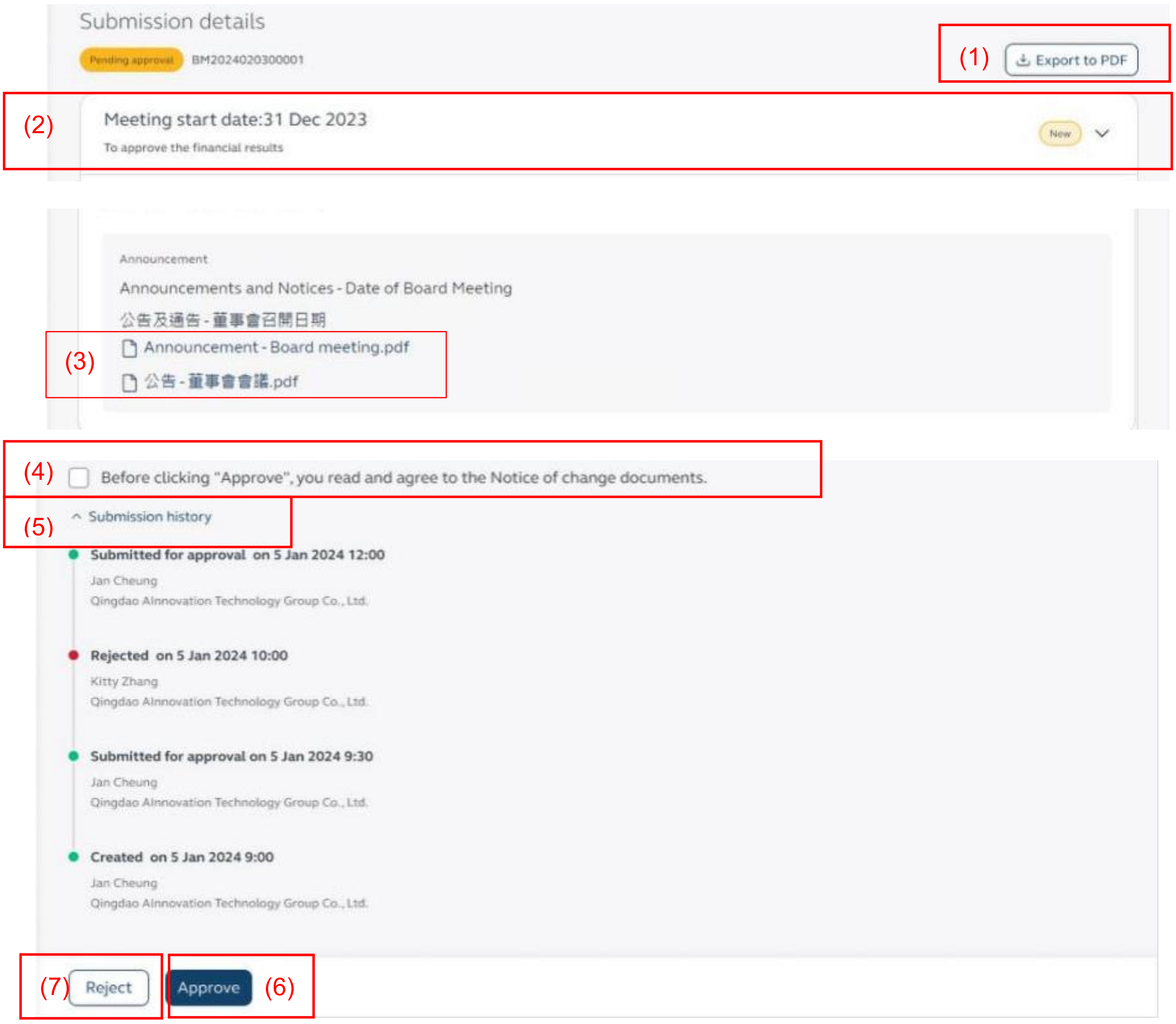
(2) 5.4 Submission and summary:

- Click "Submission" icon 

in the left navigation panel.
- Click Submission summary 

to get into the Submission summary page.
- "Pending approval" submissions are marked as "Pending submission".

1. Click any "Pending approval" submission to proceed to "Submission details page (for approver)".



On this page, you can:

(1) Click Export to PDF to download this page as a PDF file.

(2) Click the arrow or the submission to expand or collapse its information.

(3) Click the document name to download the file of announcement or supporting documents to HKEX.

(4) Before clicking "Approve", you must read and agree to the Notice of change documents.

(5) Click Submission history to expand / collapse the history of this submission.

(6) Click Approve, the Approval request dialog will pop up. Click Confirm and approve to approve the submission and proceed to Submission acknowledgement page. For details, please refer to section “5.1.1.5 Acknowledgement”.

(7) Click Reject, the Rejection confirmation dialog will pop up. Click Confirm and reject to reject the submission and proceed to Submission acknowledgement page. For details, please refer to section “5.1.1.5 Acknowledgement”.

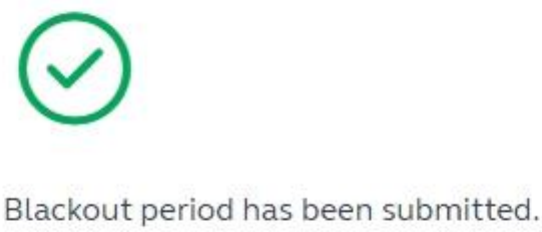
### 5.1.1.5 Acknowledgement

#### Submission acknowledgement page

1. Submission acknowledgement page - for submitter

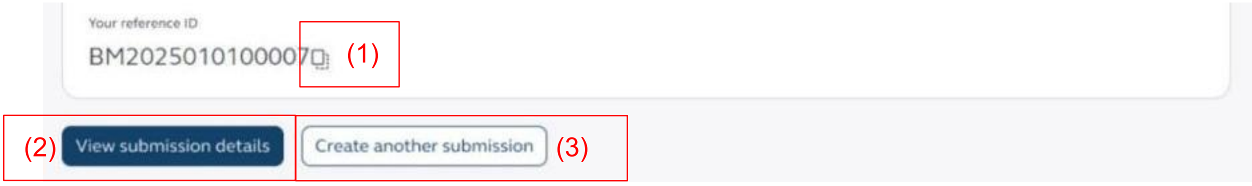
This page confirms that the submission was successful.

(1) If the submission does not require approval, the acknowledgement will be shown as follows:



(2) If the submission requires approval, the acknowledgement will be shown as follows:


(3) At the bottom of the page, you can:




1) Click Copy to copy the submission reference ID.

2) Click View submission details View submission details to move to Submission detail page. For details, please refer to section "5.4 Submission summary".

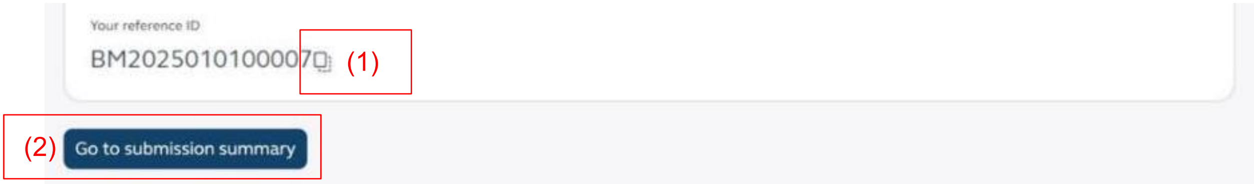
3) Click Create another submission Create another submission to move back to Create a submission page.

2. Submission acknowledgement page - for approver

This page confirms whether a submission has been approved or rejected.

(1) The acknowledgement shown here differs from those displayed for submitters.

(2) At the bottom of the page, you can:




1) Click Copy to copy the submission reference ID.

2) Click Go to submission summary Go to submission summary to navigate to Submission summary page. For details, please refer to section "5.4 Submission summary".

### 5.1.2 Corporate events

Create changes to the following five submission types using functions in this section:

A. Blackout period

B. Board meeting

C. Dividend

D. Shareholder meeting

E. Trading arrangement

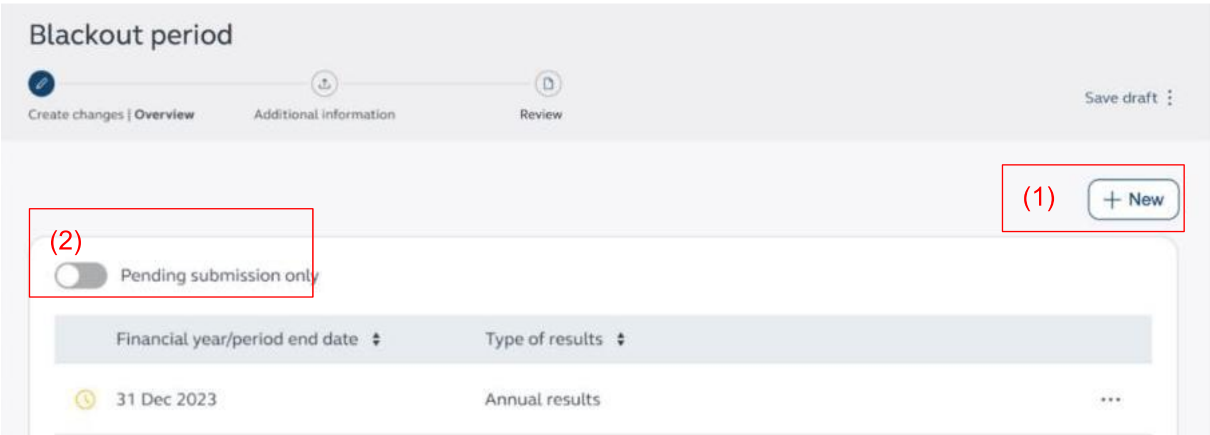
### A. Blackout period

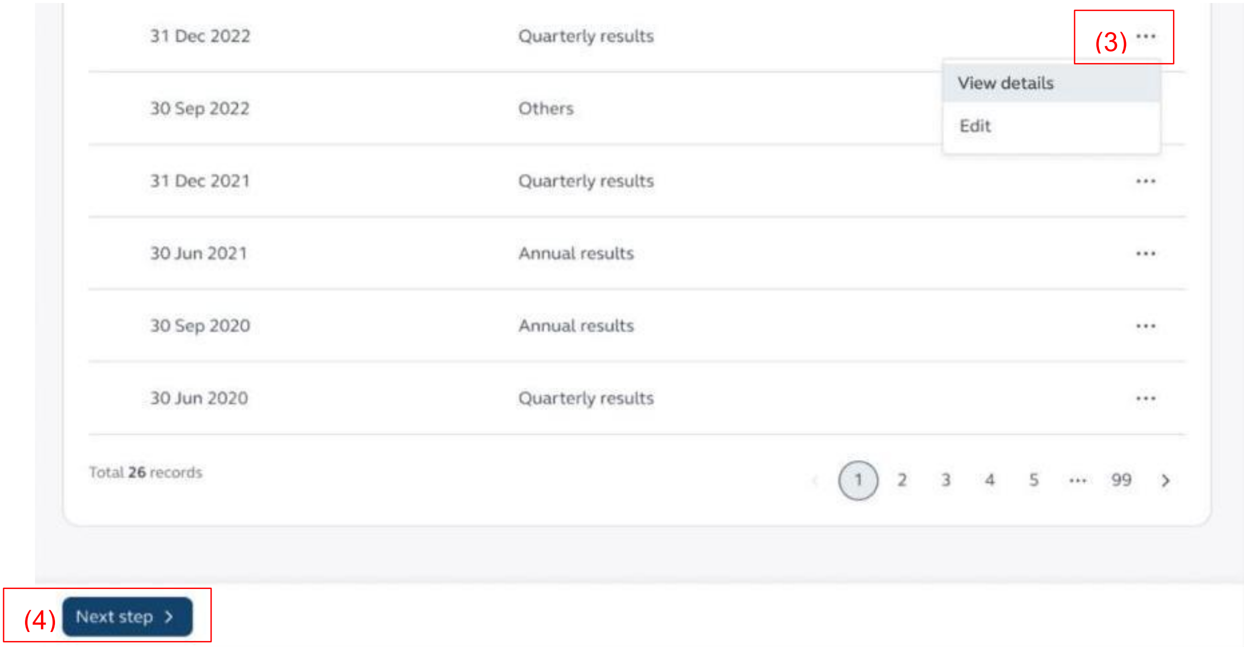
### A.1 Blackout period overview

#### Blackout period landing page

The page displays a list of blackout period notifications previously prepared and/or submitted, showing key details such as financial year/period end date and type of results (e.g. interim or final).

To access this page, please refer to section "5.1.1.1 Enter landing page".






(1) Click +New to create a new blackout period notification. You will be navigated to A.2 Create new blackout period.

(2) Pending submission only : turn on this toggle to show only draft submissions.

(3) Click and then choose one of the following actions:

- View details : details of the selected blackout period notification will be displayed in a drawer. Click Edit in the dialog to navigate to A.3 Edit blackout period notification.


- Edit : you will be navigated to A.3 Edit blackout period notification.

- Remove : a confirmation dialog will pop up. Click Confirm to remove the blackout period notification.

- Discard changes : a confirmation dialog will pop up. Click Confirm to discard unsaved changes you made.

(4) Next step > : if a draft exists, this button is enabled. Click the button to proceed to Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

### A.2 Create a new blackout period

#### Blackout period page

1. After clicking +New in the Blackout period landing page, you will be navigated to the Blackout period page.
2. Fill in the necessary information. Mandatory information is marked with an asterisk "*":
   (1) Type of results (select from the drop-down menu: annual results / interim results / quarterly results / others)
   (2) For the financial year / reporting period end
   (3) Commencement date of blackout period
   (4) End date of blackout period
3. Once completed, click Next step > to proceed to the Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".
4. If you do not want to proceed for now,
   (1) Click Save draft to save the current submission in progress as a draft;
   (2) Click < Back to overview to return to the Blackout period landing page. Any unsaved changes will be discarded; or
   (3) Click Add more changes if you want to submit multiple blackout period notifications in one submission (e.g. for both final results and first quarterly results). The current blackout period submission will be saved as a draft and you will be navigated to the Blackout period landing page to add or edit a blackout period notification. A Clock icon will appear next to the saved drafts.

### A.3 Edit a blackout period notification

To edit a draft or submitted blackout period notification (e.g. postponement by one day):

1. On the Blackout period landing page, select the blackout period notification to be edited.

2. Click ··· , then click Edit Edit

3. You will be navigated to the Blackout period page to update information as needed. For details, please refer to A.2 Create a new blackout period.

## B. Board meeting

## B.1 Board meeting overview

### Board meeting landing page

The Board meeting landing page shows an issuer's board meetings information with key details such as meeting start date and purpose.

To access the Board meeting landing page, please refer to section "5.1.1.1 Enter landing page".

## B.2 Create a new board meeting

### Board meeting page

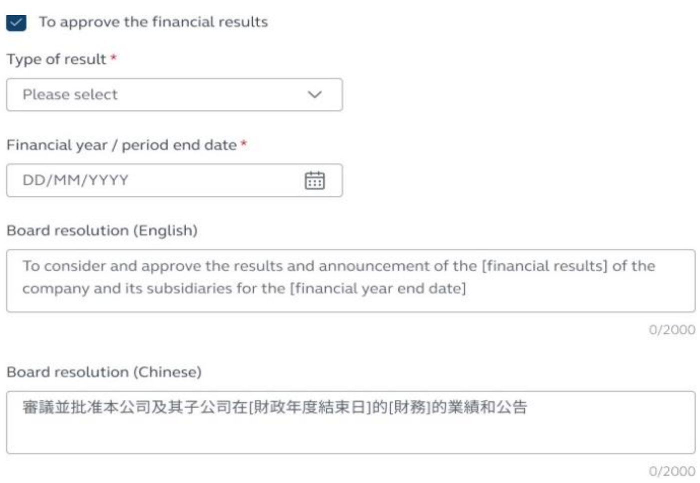
1. After clicking +New + New in the Board meeting landing page, you will be navigated to the Board meeting page.
2. Select the "Meeting start date" and "Meeting end date"

   ***If the board meeting is held on a single day, enter the same date for both fields.*

3. Enter details of the board resolution(s):

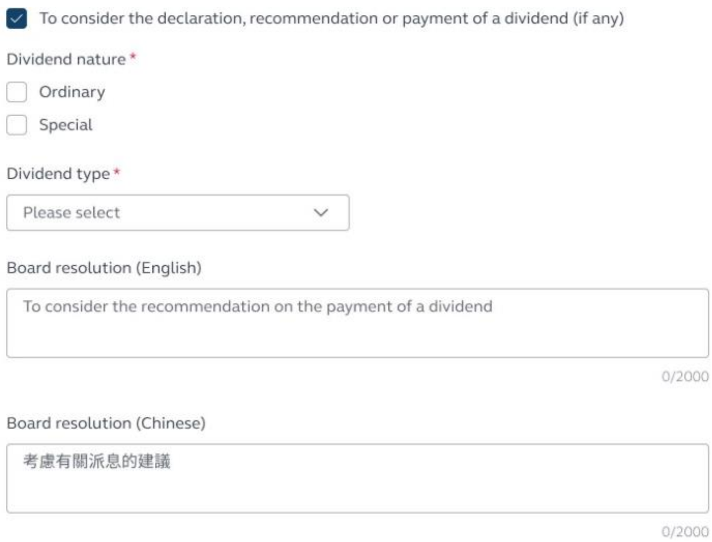
   (1) To approve the financial results:

   - Check the box , select the type of results and enter the financial year or period end date
   - A standard description for the board resolution (in English and Chinese) will be auto-generated for the announcement, which you can edit.



(2) To consider the declaration, recommendation or payment of a dividend (if any)

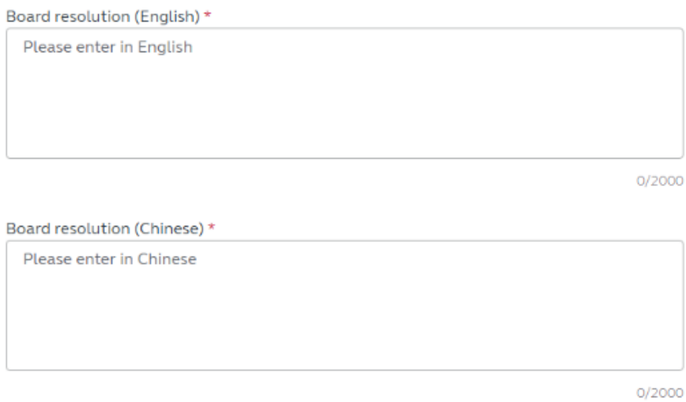
- Check the box and select the dividend nature and type
- A standard description for the board resolution (in English and Chinese) will be auto-generated for the announcement, which you can edit.

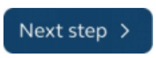



(3) Other board resolution

Click "+Other board resolution" 

and enter the description for the board resolution (in English and Chinese)




4. Once completed, click Next step > 

to proceed to the Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".
5. If you do not want to proceed for now,

(1) Click Save draft Save draft to save the current submission in progress as a draft;

(2) Click < Back to overview < Back to overview to return to the Board meeting landing page; or

(3) Click Add more changes Add more changes if you want to submit multiple board meeting notices in one submission. The current board meeting notice will be saved as a draft. You will be navigated to the Board meeting landing page to add or edit a board meeting notice. A Clock icon will be displayed next to the drafts.

### B.3 Edit a board meeting notice

To edit a draft or submitted board meeting notice (e.g. postponement of board meeting date):

1. On the Board meeting landing page, select the board meeting notice to be edited

2. Click ··· , then click Edit Edit

3. You will be navigated to the Board meeting page to update information as needed. For details, please refer to B.2 Create a new board meeting.

### B.4 Withdraw a board meeting

1. On the Board meeting landing page, select the board meeting to be cancelled.

2. Click ··· , then click withdraw Withdraw .

3. A confirmation dialog will pop up. Click Confirm Confirm, user will be navigated to Board meeting landing page and a Clock icon will appear next to the withdrawn board meeting.

4. Click Next step > Next step > to navigate to Submission additional information page. For details, please refer to section "5.1.1.2 Provide additional information" and follow steps described in 5.1.1.2 ~ 5.1.1.5 to complete the withdraw workflow.

## C. Dividend

### C.1 Dividend overview

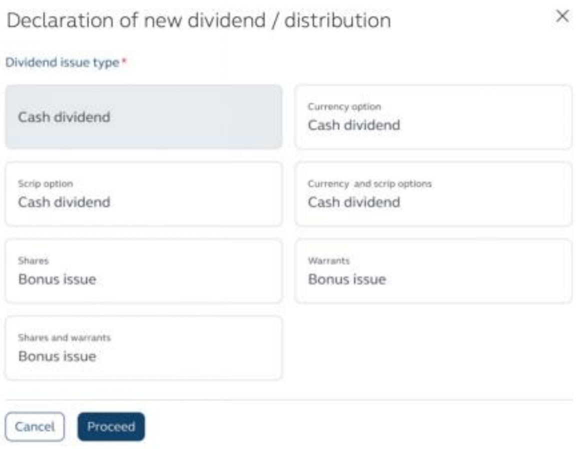
#### Dividend landing page

The Dividend landing page displays an issuer's dividend information, including key details such as dividend issue type and reporting period/year ended.

To access the Dividend landing page, please refer to section "5.1.1.1 Enter landing page".

## C.2 Create a new dividend

1. Click +New on the Dividend landing page to select the dividend issue type from the pop-up dialog:




(1) Cash dividend

(2) Cash dividend (Currency option)

(3) Cash dividend (Scrip option)

(4) Cash dividend (Currency and scrip options)

(5) Bonus issue (Shares)

(6) Bonus issue (Warrants)

(7) Bonus issue (Shares and warrants)

For (1) to (4) above, see C.2.1 Cash dividend.

For (5) to (7) above, see C.2.2 Bonus issue

2. Click a card in the dialog, then click Proceed to proceed to C.2.1 Cash dividend or C.2.2 Bonus issue for creating a new dividend submission.

3. Creating a new dividend submission involves 4 steps:

Step 1. Basic information

Step 2. Dividend / Distribution details

Step 3. Other information

Step 4. Summary

### C.2.1 Cash dividend (with/without currency and/or scrip options)

**<u>Step 1. Basic information</u>**

1. Enter the basic issuer information. Mandatory information is marked with an asterisk "*".
2. If the issuer has multi-counter stock code(s) or other related stock code(s), please input. Otherwise, choose "Not applicable".
3. Click +Add more to include multiple stock counters or related stock information.
4. Once completed, click Next Step> to proceed to Step 2. Dividend / Distribution details.

**<u>Step 2. Dividend / Distribution details</u>**

1. Provide dividend and distribution details. Mandatory information is marked with an asterisk "*". **<u>You can choose "Not applicable" or "to be announced" for unavailable or not applicable items</u>**. For input relating to date or time, click or .

****To update a "To be announced" item later, please refer to section "C.3. Edit dividend" for details.**

2. Provide the following information:
   - (1) Dividend type (e.g. final, interim (semi-annual), first quarter, second quarter, third quarter, fourth quarter or other)
   - (2) Dividend nature (e.g. ordinary or special)
   - (3) Financial year end
   - (4) Reporting period end for the dividend declared
   - (5) Dividend declared - select currency and input the dividend amount per a number of shares
   - (6) Date of shareholders' approval
   - (7) Default currency and amount in which the dividend will be paid – select currency and input the dividend amount per the number of shares
   - (8) Exchange rate – applicable if the dividend will be paid in currency other than HKD
   - (9) Ex-dividend date
   - (10) Latest time to lodge transfer documents for registration which share registrar for determining entitlement to the dividend
   - (11) Book close period

(12) Record date

(13) Payment date

(14) Share registrar name and address (in English and Chinese)

3. For ***dividend with scrip option***, additional information about the scrip option will be required:

(1) Default option – cash or scrip

(2) Scrip options

1) The price for converting cash dividend per scrip share in declared currency

2) Despatch date of share certificates

3) First date of dealing in scrip shares

4) Partial election of scrip shares

5) Fractional entitlements of scrip shares (e.g. round down to the nearest whole unit, round up any fraction to the nearest whole unit or other)

4. For ***dividend with currency option***, additional information about the currency option will be required:

(1) Amount in which dividend will be paid in alternative currency.

(2) Exchange rate for currency.

(3) Partial election of currency option (yes or no)

(4) Closing date and time for option election (Hong Kong Time)

You can click +Add more to provide more than one currency option.

5. Once completed, click Next step> to proceed to Step 3. Other information.

**Step 3. Other information**

1. Complete other information for the dividend declared:

(1) Withholding tax

(2) Information relating to listed warrants/ convertible securities issued by the issuer

(3) Other information (if applicable)

(1) Withholding tax

Select "Applicable", "Not applicable" or "To be announced". If "Applicable", provide:

1) details of withholding tax applied to the dividend declared (in English and Chinese) (including the withholding tax rate, the country of domicile of the shareholders subject to withholding tax, and whether the tax deductible is claimable)

2) type of shareholders (e.g. enterprise / individual, resident / non-resident and registered address within or outside PRC or others)

3) tax rate and provide other relevant information (if any).

(2) Information relating to listed warrants / convertible securities issued by the issuer

Select “Applicable”, “Not applicable” or “To be announced”. If “Applicable”, provide:

1) Name and stock code (English and Chinese)

2) Latest time for the holders to exercise their conversion rights in order to be entitled to the dividend (Hong Kong Time)

(3) Other information

Select “Applicable” or “Not applicable” and provide details in English and Chinese if “Applicable” is selected.

2. Once completed, click Next step> to proceed to Step 4. Summary.

**<u>Step 4. Summary</u>**

1. Review all the information you previously provided in Steps 1 to 3. Click Edit to make changes.

2. Click Next step > to proceed to the Additional Information page. For details, please refer to section “5.1.1.2 Provide additional information”.

3. If you do not want to proceed for now,

(1) Click Save draft to save the current dividend submission as a draft;

(2) Click Previous step to return to Step 3. Other information; or

(3) Click Add more changes to save the current dividend submission as a draft and move back to the Dividend landing page.

### C.2.2 Bonus issue

**<u>Step 1. Basic information</u>**

Same as C.2.1 Cash dividend above

**Step 2. Dividend / Distribution details**

1. Provide bonus shares/ warrants dividend and distribution details. Mandatory information is marked with an asterisk "*". **You can choose "Not applicable" or "To be announced" for unavailable or not applicable items**. For input relating to date or time, click or

2. **Bonus shares**. Provide the following information:

(1) Financial year / period end

(2) Distribution ratio (number of bonus shares: number of existing shares)

(3) Date of shareholders' approval

(4) Date of share certificates for the bonus shares

(5) First date of dealing in the bonus shares

(6) Fractional entitlements (e.g. round down to the nearest whole unit, round up any fraction to the nearest whole unit or other)

3. **Bonus warrants**. Provide the following information:

(1) Name of warrants (English and Chinese)

(2) Code of warrant (if listed)

(3) Financial year end / reporting period end

(4) Distribution ratio (bonus warrants: existing shares)

(5) Subscription price

(6) Subscription period

(7) Board lots size

(8) Date of shareholders' approval

(9) Despatch date of share certificates for the bonus warrants

(10) First date of dealing in bonus warrants

(11) Fractional entitlements of bonus warrants (e.g. round down to the nearest whole unit, round up any fraction to the nearest whole unit or other)

4. HK Share registrar. Provide the following information:

(1) Ex-dividend date

(2) Latest time to lodge transfer documents for registration with share registrar for determining entitlement to the dividend (HKT)

(3) Book close period

(4) Record date

(5) Share registrar and address (English and Chinese)

**<u>Step 3. Other Information and Step 4. Summary</u>**

Same as Step 3 and Step 4 in C.2.1 Cash dividend.

### C.3 Edit dividend

To edit a draft or submitted dividend submission:

1. On the Dividend landing page, select the dividend to edit.
2. Click ... , then click Edit to proceed to Step 1. Basic information of C.2.1 Cash dividend / C.2.2 Bonus issue
3. Provide reason for change in Step 1. Basic Information
4. Update information in Steps 2 to 4 as needed

   For details, please see section "C.2 Create a new dividend"

### C.4 Withdraw a proposed dividend

1. On the Dividend landing page, select the proposed dividend to be cancelled.
2. Click ... , then click Withdraw Withdraw
3. A confirmation dialog will pop up. Provide reason for update/ change (in English and Chinese)
4. Click Confirm Confirm in the dialog to save the proposed withdrawal as a draft. User will be navigated to Dividend landing page and a Clock icon will appear next to the dividend to be cancelled.
5. Click Next step > Next step > to navigate to Submission additional information page. For details, please refer to section "5.1.1.2 Provide additional information" and follow steps described in 5.1.1.2 ~ 5.1.1.5 to complete the withdraw workflow.

## D. Shareholder meeting
## D.1 Shareholder meeting overview

### Shareholder meeting landing page

The Shareholder meeting landing page displays details of an issuer's shareholder meetings, including meeting date and time and meeting type.

To access the Shareholder meeting landing page please refer to section "5.1.1.1 Enter landing page".

## D.2 Create a new shareholder meeting

### Shareholder meeting page

1. After clicking +New in the Shareholder meeting landing page, you will be navigated to the Shareholder meeting page.
2. Creating a shareholder meeting involves 4 steps:

   Step 1. Basic information
   Step 2. Meeting & voting particulars
   Step 3. Resolution & other information
   Step 4. Summary

### Step 1. Basic information

1. Enter the basic issuer information. Mandatory information is marked with an asterisk "*".
2. If the issuer has multi-counter stock code(s) or other related stock code(s), please input. Otherwise, please choose "Not applicable".
3. Click +Add more to include additional multiple stock counters or related stock information.
4. Once completed, click Next Step> to proceed to Step 2. Meeting & voting particulars.

### Step 2. Meeting & voting particulars

1. Provide meeting and voting information. Mandatory information is marked with an asterisk "*". **<u>You can choose "Not applicable" or "To be announced" for unavailable or not applicable items.</u>** For input related to date or time, click or :

   (1) Meeting type: choose from the drop-down list (i.e. Annual general meeting / Extraordinary general meeting / Special general meeting / Class meeting (H-shares only) / Court meeting / Informal meeting / Other)

   (2) Adjourned meeting (Yes or No)

(3) Reply slip deadline (Hong Kong Time)

(4) Last registration date and time (Hong Kong Time)

(5) Book close period (Hong Kong Time)

(6) Record date

(7) Allow multiple proxies (Yes or No)

(8) Proxy form response deadline date and time (Hong Kong Time)

(9) Proxy form deposit address (Hong Kong Time):

1) Select a “Type of address” from drop-down list (i.e. Hong Kong Share Registrar, Company Office and Other)

2) Input “Address” and “District”

3) Select a “Country / region”.

4) Click Add more deposit address 

to add more

5) Click Remove 

to delete any input

(10) Meeting date and time and venue:

1) Select a “Meeting place” from drop-down list (i.e. Hong Kong, Outside Hong Kong, Hong Kong and Outside Hong Kong, Virtual Meeting and Hybrid Meeting)

2) Select date and time

3) Input “Address” and “District”

4) Select a “Country / region”.

5) Click Add more meeting 

to add more

6) Click Remove 

to delete any input

2. Once completed, click Next step 

to proceed to Step 3. Resolution & other information.

### Step 3. Resolution & other information

1. Resolution

(1) Enter the resolutions for the shareholder meeting

(2) Select “Availability to vote” (e.g. For, Against, Abstain, Withhold, Cumulative vote) (Multiple selections are allowed).

(3) Click Add more resolution 

to add another resolution.

(4) Click Remove Remove to remove the resolution you inputted.

2. Information relating to listed warrants/convertible securities issued by the issuer

Select “Applicable”, “Not applicable” or “To be announced”. If “Applicable” is selected, please provide “Name of listed warrants/convertible securities and stock code” and “Latest time for the holders to exercise their conversion rights in order to be entitled to attend and vote in the meeting”

3. Other information

Select “Applicable” or “Not applicable”. If “Applicable” is selected, provide the relevant details.

4. Once completed, click Next step Next step > to proceed to Step 4. Summary.

### Step 4. Summary

1 You can view all the information you previously provided in steps 1 to 3 above. Click “Edit” Edit to amend any previous input.

2 After reviewing, click Next step > Next step > to proceed to the Additional Information page. For details, please refer to section “5.1.1.2 Provide additional information”.

3 If you do not want to proceed for now,

(1) Click Save draft Save draft to save the current shareholding meeting information as a draft;

(2) Click < Previous step < Previous step to return to Step 3. Resolution & other information; or

(3) Click Add more changes Add more changes to save the current shareholder meeting submission as a draft and move back to the Shareholder meeting landing page.

### D.3 Edit a shareholder meeting

To edit a draft or submitted shareholder meeting:

1. On the Shareholder meeting landing page, select the shareholder meeting to be updated.

2. Click ... ... , then click Edit Edit to proceed to the Step 1. Basic information, provide reason(s) for update/ change in Step 1. Basic information, then follow Step 2 to Step 4 described in “D.2 Create a new shareholder meeting”.

### D.4 Withdraw a shareholder meeting

1. On the Shareholder meeting landing page, select the shareholder meeting to be cancelled.
2. Click ··· , then click Withdraw Withdraw
3. A confirmation dialog will pop up. Provide reason(s) for the update / change. Click Confirm Confirm
4. User will be navigated to Shareholder meeting landing page and a Clock icon will appear next to the shareholder meeting to be withdrawn.
5. Click Next step > Next step > to navigate to Submission additional information page. For details, please refer to section "5.1.1.2 Provide additional information" and follow steps described in 5.1.1.2 ~ 5.1.1.5 to complete the withdraw workflow.

## E. Trading arrangement

### E.1 Trading arrangement overview

#### Trading arrangement landing page

The Trading arrangement landing page displays a list of trading arrangement (e.g. case number and case type). You can search for a trading arrangement by entering the case type or case number in the search box.

To access Trading arrangement landing page, please refer to section "5.1.1.1 Enter landing page".

For details about the "Timetable submission" and "Trading arrangement form", please refer to section "5.3 Cases".

### E.2 Create a new trading arrangement

#### Trading arrangement page

1. After clicking +New + New on the Trading arrangement landing page, you will be navigated to the Trading arrangement page.
2. On this page:
   (1) select "Stock code(s) and stock name(s)"
   (2) input "Case number" to search for the case that you want to publish.
   (3) Once a case is selected, its "Case type", "TA related information", and "Timetable information" will be displayed on this page.
3. After reviewing, click Next step > Next step > to proceed to the Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

4. If you do not want to proceed for now,

(1) click Save draft Save draft to save the current submission as a draft;

(2) Click <Back to overview < Back to overview to return to the Trading arrangement landing page; or

(3) Click Add more changes Add more changes to save the trading arrangement as a draft and move back to the Trading arrangement landing page.

### E.3 Edit a trading arrangement

1. On the Trading arrangement landing page, select the trading arrangement to be edited.

2. Click ··· , then click Edit Edit to proceed to the Trading arrangement page.

3. Fill in the updated information on the page. then follow Step 2 to Step 4 described in "E.2 Create a new trading arrangement". For details, please refer to E.2 Create a new trading arrangement.

### E.4 Withdraw a trading arrangement

1. On the Trading arrangement landing page, select the trading arrangement to be cancelled.

2. Click ··· , then click Withdraw Withdraw

3. A confirmation dialog will pop up, click Confirm Confirm in the dialog.

4. User will be navigated to Trading arrangement landing page and a Clock icon will appear next to the trading arrangement to be withdrawn.

5. Click Next step > Next step > to navigate to Submission additional information page. For details, please refer to section "5.1.1.2 Provide additional information" and follow steps described in 5.1.1.2 ~ 5.1.1.5 to complete the withdraw workflow.

### 5.1.3 Corporate and personnel changes

Use the function in this section to create changes to the following two submission types:

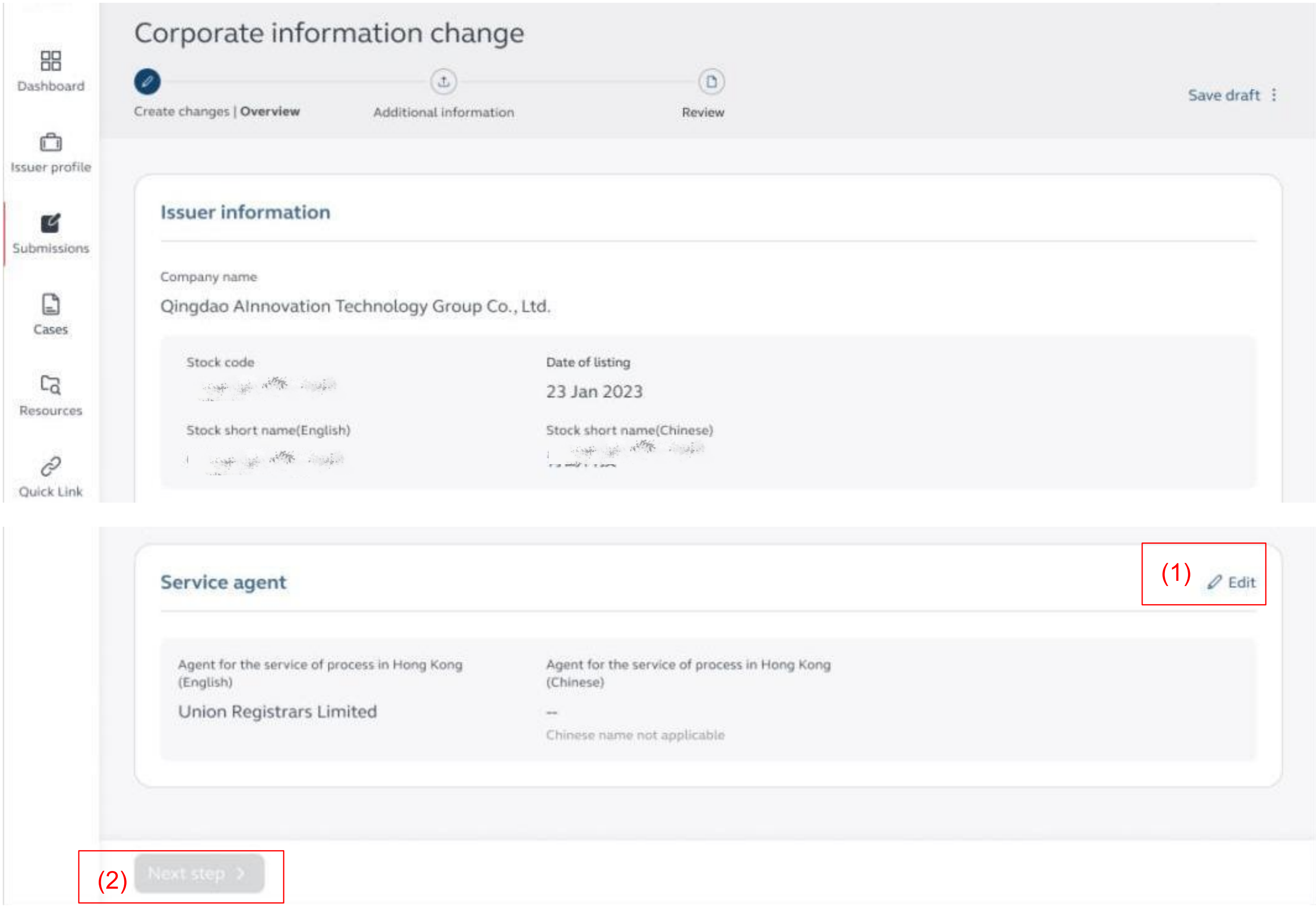
F. Corporate information changes

G. Corporate position changes

# F. Corporate information change

## F.1 Corporate information overview

### Corporate information landing page




The Corporate information landing page displays the corporate information previously prepared and/or submitted. It includes five sections, including issuer information, general information, auditor(s), share registrar and service agent.

To access this page, please refer to section "5.1.1.1 Enter landing page".

(1) Click Edit 

to edit information in the section.

(2) Next step > 

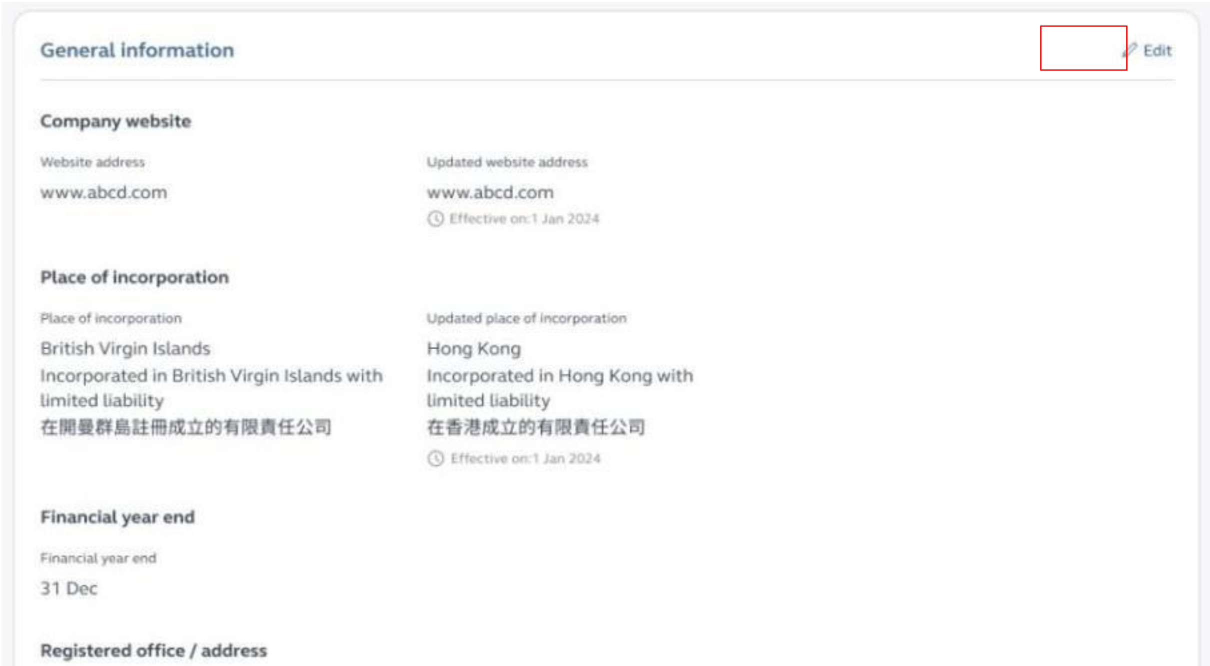
: if a draft exists, this button is enabled. Click the button to proceed to Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

### F.2 Edit corporate information

#### F.2.1 Edit company website

#### Company website page

1. On the Corporate information landing page, in the "General information" section, click Edit Edit, then click Company website Company website. You will be navigated to the Company website page.





2. On the Company website page, to make changes to the company website, please complete the following fields:
   (1) input the new website address (i.e. the URL)
   (2) fill in the effective date of the change
   (3) provide the reason of change (in English and Chinese)

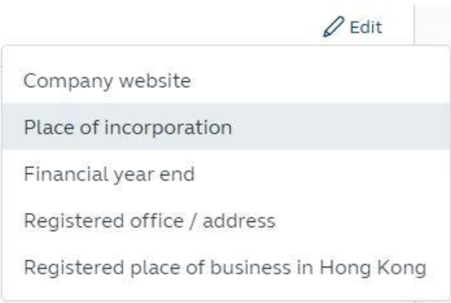
3. Once completed, click Next step > Next step > to proceed to the Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

4. Click "Add more changes" Add more changes if you want to submit more than one corporate information changes in one submission. The current information will be saved as a draft and you will be navigated to the Corporate information change landing page. A clock icon will appear next to the saved drafts in the "General Information" section.

### F.2.2 Edit place of incorporation

#### Place of incorporation page

1. On the Corporate information landing page, in the "General information" section, click Edit Edit, then click Place of incorporation .to the Place of incorporation page.




2. On the Place of incorporation page, to make changes for the place of incorporation (e.g. for re-domicile), please complete the following fields:
   (1) select the new place of incorporation from the drop-down list, and fill in description in English and Chinese
   (2) fill in the effective date of the change
   (3) provide the reason of change in English and Chinese

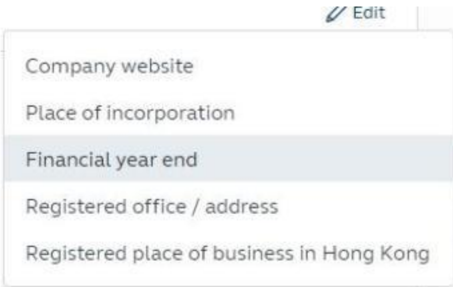
3. Once completed, click Next step > Next step >. to the Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

4. Click "Add more changes" Add more changes if you would like to make more than one corporate information changes in one submission. The current change will be saved as a draft and you will be navigated to the Corporate information change landing page. A clock icon will appear next to the saved drafts in the "General Information" section.

## F2.3 Edit financial year end

### Financial year end page

1. On the Corporate information landing page, in the “General information” section, click “Edit” Edit , then click Financial year end to the financial year end page.




2. On the financial year end page, to make changes to the financial year end, please complete the following fields:
   (1) the month and date of the new financial year end
   (2) the effective date of the change
   (3) the reason of change in English and Chinese

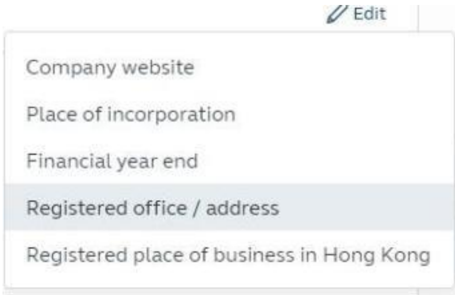
3. Once completed, click Next step > Next step > .to the Additional information page. For details, please refer to section “5.1.1.2 Provide additional information”.

4. Click “Add more changes” Add more changes if you would like to make changes to other corporate information in one submission. The current change will be saved as a draft and you will be navigated to the Corporate information change landing page. A clock icon will appear next to the saved drafts in the “General Information” section.

## F2.4 Edit registered office / address

### Registered office / address page

1. On the Corporate information landing page, in the “General information” section, click “Edit” Edit , then click “Registered office / address” to the Registered office / address page.




2. On the Registered office / address page, to make changes for registered office/ address, please complete the following fields:
   (1) fill in the updated registered office / address in English and Chinese;
   (2) fill in the effective date of the change
   (3) input the reason of change in English and Chinese (if any)

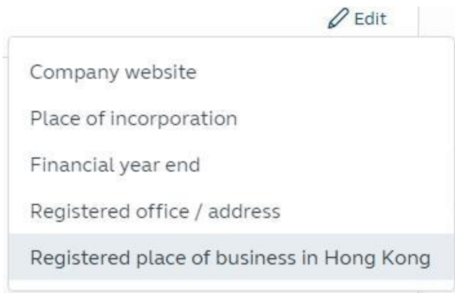
3. Once completed, click Next step > to the Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

4. Click "Add more changes" if you would like to make changes to other corporate information in one submission. The current change will be saved as a draft and you will be navigated to the Corporate information change landing page. A clock icon will appear next to the saved drafts in the "General Information" section.

### F2.5 Edit registered place of business in Hong Kong

### Registered place of business in Hong Kong page

1. On the Corporate information landing page, in the "General information" section, click Edit , then click "Registered place of business in Hong Kong" to the Registered place of business in Hong Kong page.



2. On the Registered place of business in Hong Kong page, to make changes for registered place of business in Hong Kong, please complete the following fields:
   (1) the updated registered office / address in English and Chinese;
   (2) the effective date of the change; and
   (3) the reason of change in English and Chinese (if any)

3. Once completed, click Next step > Next step > to proceed to the Additional information page.

   For details, please refer to section "5.1.1.2 Provide additional information".

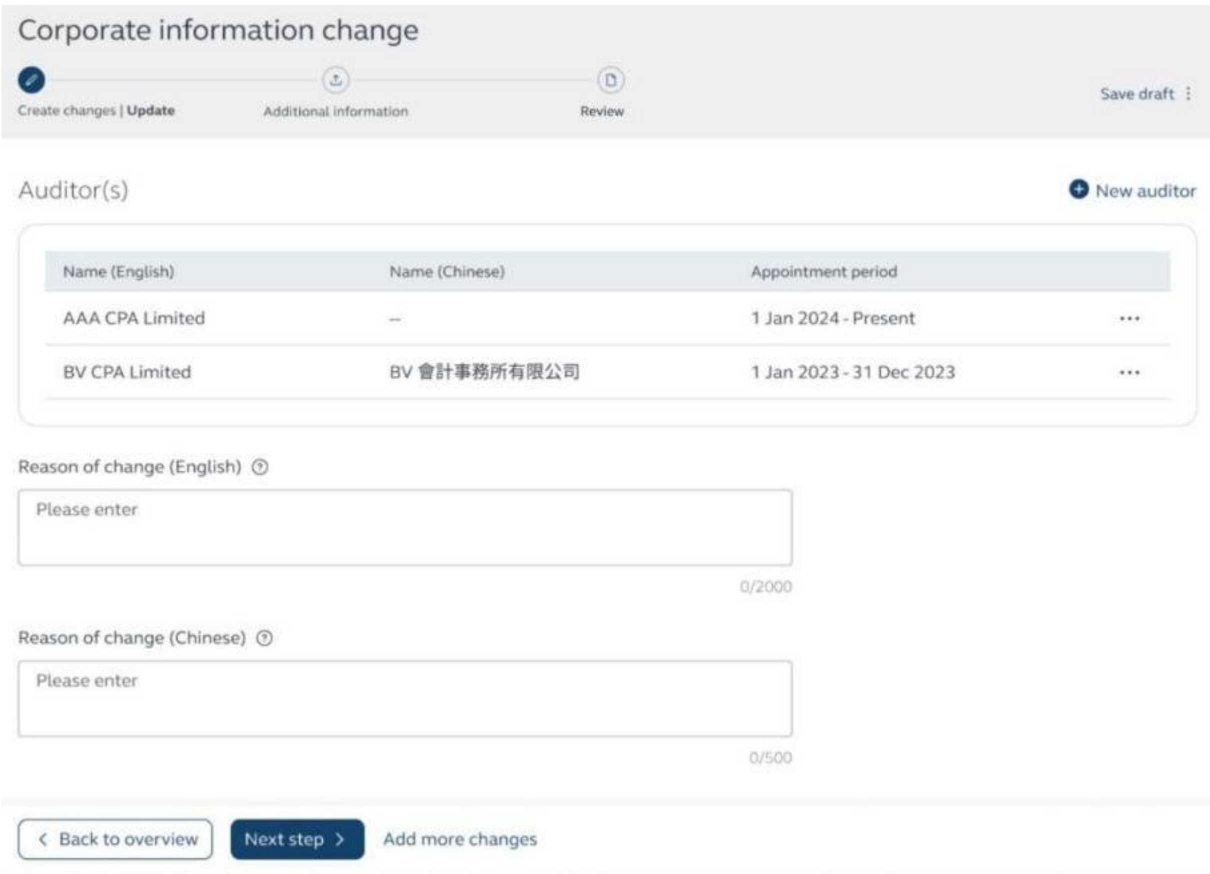
4. Click "Add more changes" Add more changes If you would like to make changes to other corporate information in one submission. The current change will be saved as a draft and you will be navigated to the Corporate information change landing page. A clock icon will appear to the saved drafts in the "General Information" section.

## F.2.6 Edit auditor(s)

### Auditor(s) page

On the Corporate information landing page, the "Auditor(s)" section displays the information of an issuer's auditor(s).


1. Click Edit Edit to proceed to the Auditor(s) page.




2. On the Auditor(s) page, to make changes to auditor(s):

(1) Click +New auditor New auditor, the Add auditor dialog will pop up:

1) select name of the new auditor from the drop-down list
2) if the auditor is not displayed on the drop-down list, select "others" and fill in the names of the auditor in English and Chinese
3) input the appointment date and end date

Once completed, click Confirm Confirm in the dialog to add the auditor in the auditor(s) table.

(2) Click ... , then click Remove / Edit to remove or edit the information of an auditor.

(3) Input the reason of change in English and Chinese.

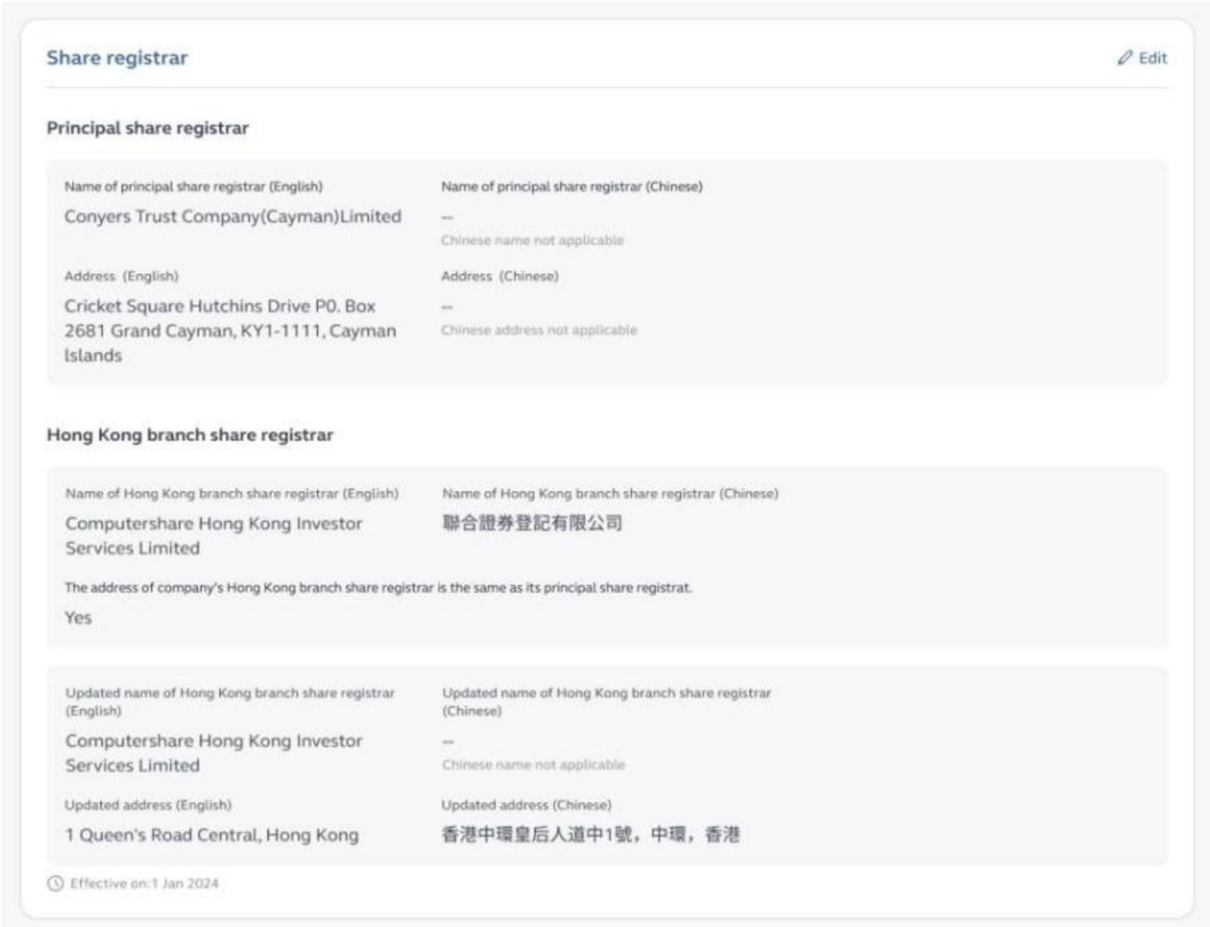
3. Once completed, click Next step > Next step > to proceed to the Additional information page.

For details, please refer to section "5.1.1.2 Provide additional information".

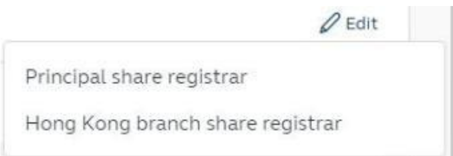
4. Click Add more changes Add more changes if you would like to make other corporate information changes. The current change will be saved as a draft and you will be navigated to the Corporate information change landing page. A clock icon will appear in the “Auditor” section.

### F.2.7 Edit principal share registrar

On the Corporate information landing page, the “share registrar” section displays the information of both “Principal share registrar” and “Hong Kong branch share registrar”.




1. In the “share registrar” section, click Edit Edit , then click Principal share registrar / Hong Kong branch share registrar. You will be navigated to Principal share registrar page / Hong Kong branch share registrar page.



2. On the Principal share registrar page / Hong Kong branch share registrar page, to make changes, please complete the following fields:

(1) the name, address and country/region of the new share registrar and reason of change (if any) in English and Chinese; and

(2) the effective date of change.

*Note: on the* Hong Kong branch share registrar page*, if the issuer's principal share registrar is situated in Hong Kong, select the checkbox to avoid filling in the address and country/region of the new Hong Kong branch share registrar.*

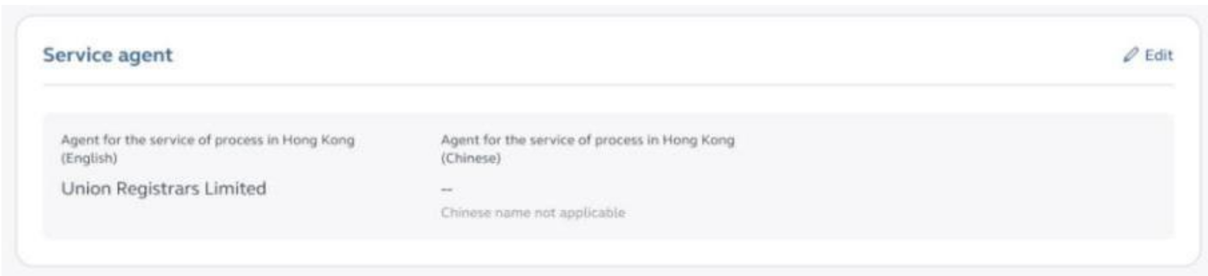

3. Once completed, click Next step > Next step > to proceed to the Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

4. Click "Add more changes" Add more changes if you would like to make other corporate information changes in one submission. The current change will be saved as a draft and you will be navigated to the Corporate information change landing page. A clock icon will appear in the "share registrar" section.

### F.2.8 Edit service agent

#### Service agent page

The "service agent" section displays the information of the issuer's service agent.




1. In the "service agent" section, click Edit Edit, you will be navigated to the Service agent page.

2. On the Service agent page, to make changes to the service agent, please complete the following fields:

(1) the new agent for the service of process in Hong Kong in English and Chinese;

(2) the effective date of change; and

(3) the reason of change in English and Chinese (if any)

3. Once completed, click Next step > Next step > to proceed to the Additional information page .

For details, please refer to section “5.1.1.2 Provide additional information”.

4. Click “Add more changes” Add more changes if you would like to make more than one corporate information changes. The current change will be saved as a draft and you will be navigated to the Corporate information change landing page. A clock icon will appear in the “Service agent” section.

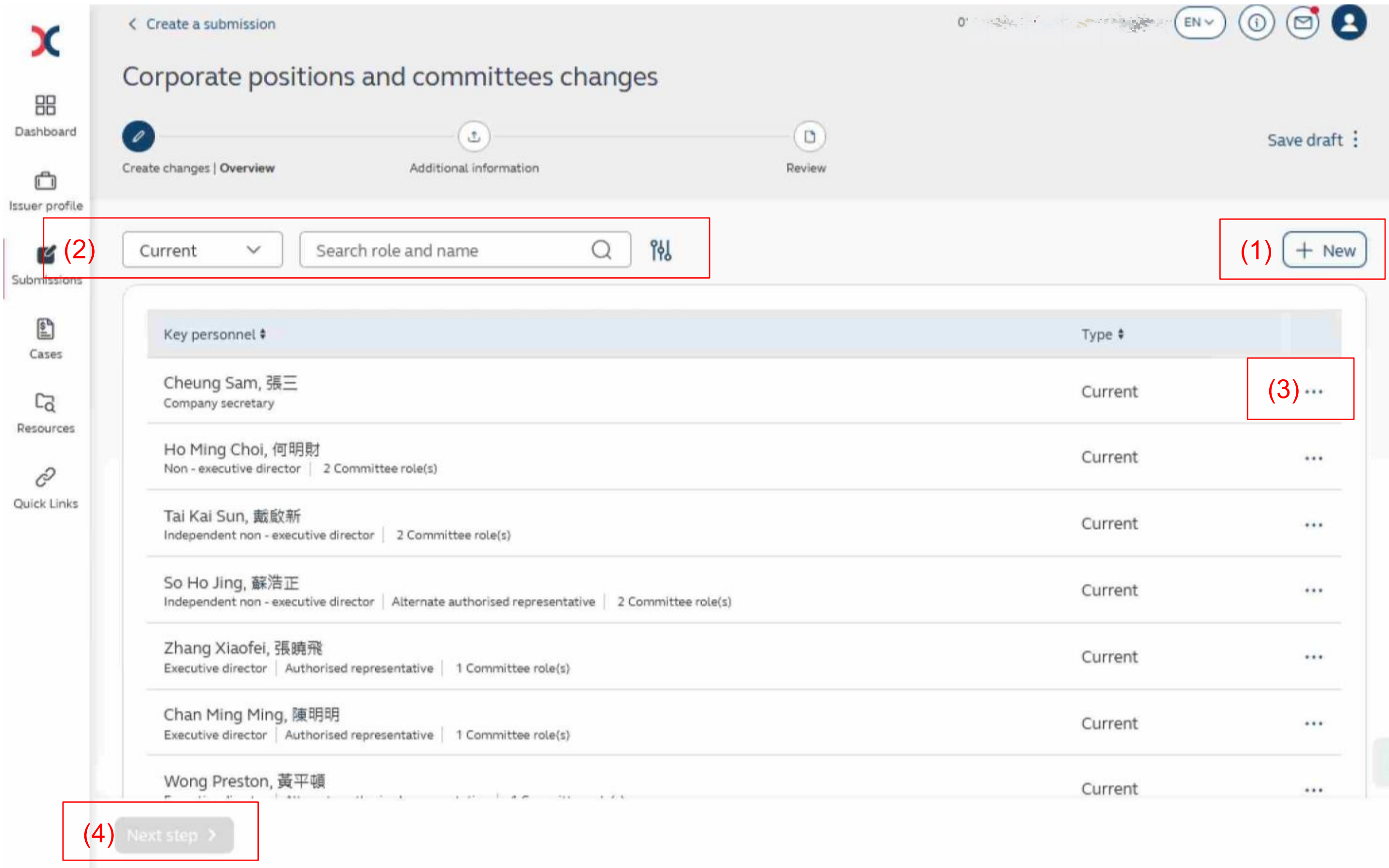
## G. Corporate positions and committees changes

## G.1 Corporate positions and committees changes overview

### Corporate positions and committees changes landing page

The Corporate positions and committees changes landing page displays a list of corporate personnel of the issuer, including directors, company secretaries and supervisors.

To access this page, please refer to section “5.1.1.1 Enter landing page”.




(1) Click + New to proceed to G.2 Create a new corporate personnel.

(2) You can filter or search for corporate personnel:

1) Use the filter to filter "Current" or "All" corporate personnel(s).

Note: a corporate personnel will become "Former" if the "End date" of all corporate position(s) and committee role(s) of the personnel is before today.

2) Input key words in the search box to search for corporate personnel by name or position.

3) Use the icon to switch between "View by person" or "View by role". "View by person" is the default mode. "View by role" will list the personnel by different types of roles.

(3) Click ... , depending on the submission status, you can take the following actions:

1) Click View details , details of the selected corporate personnel will be displayed in a dialog. Click Edit in the dialog to proceed to G.3 Edit a corporate personnel).

2) Click Edit Edit to proceed to G.3 Edit a corporate personnel.

3) Click Remove Remove : a dialog will pop up, click Confirm Confirm in the dialog to remove the corporate personnel

4) Click Discard changes Discard changes : a dialog will pop up, click Confirm Confirm in the dialog to remove changes you made to the corporate personnel information.

(4) Next step > Next step >: if a draft exists, this button is enabled. Click the button to proceed to Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

### G.2 Create a new corporate personnel

To create a new corporate personnel, there are 4 steps:

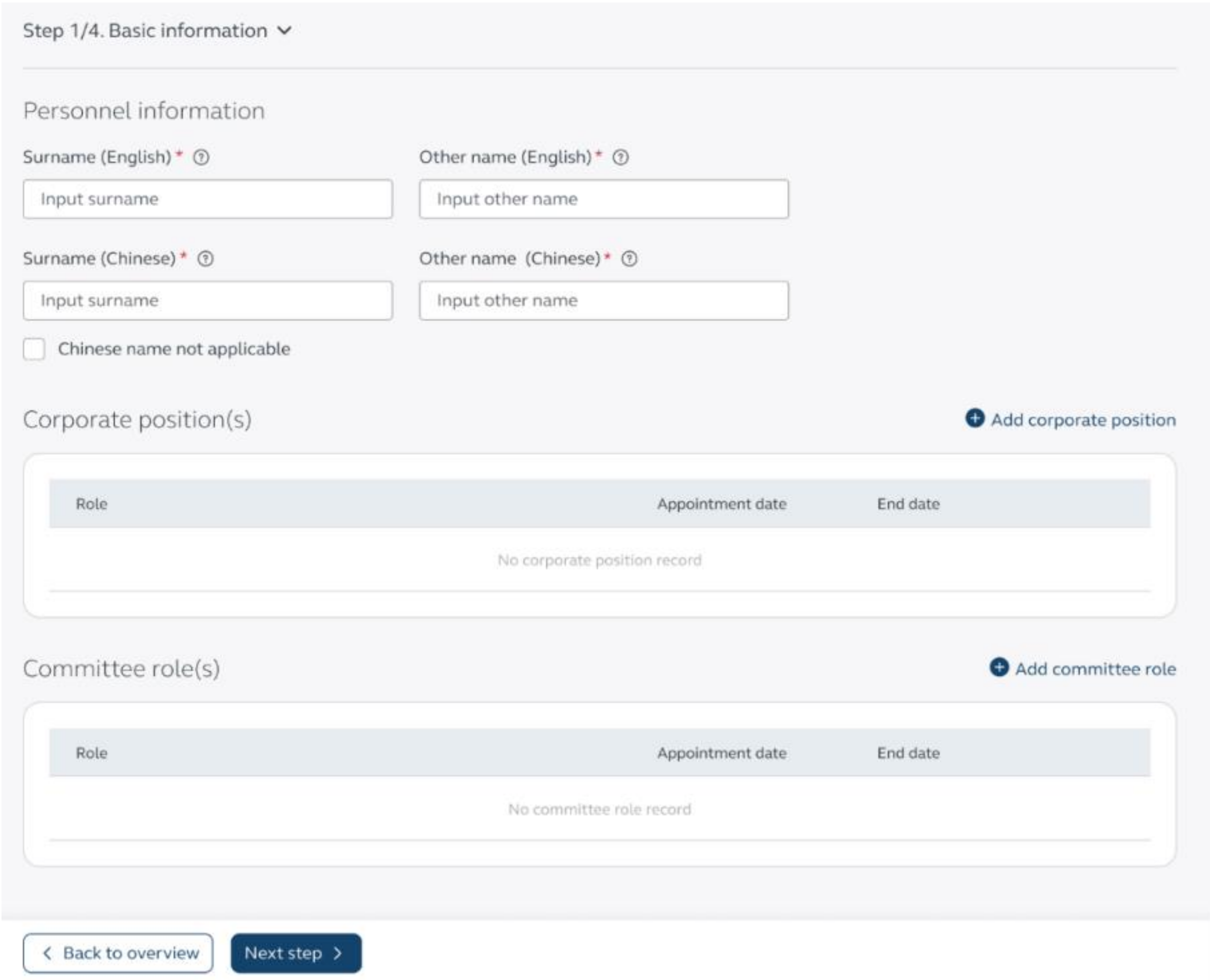
Step 1. Basic information

Step 2. Personnel information

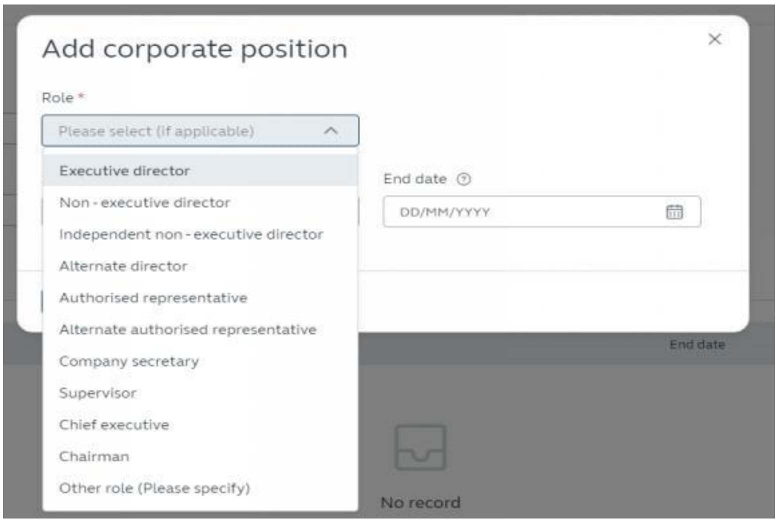
Step 3. Other Listing Rule information

Step 4. Summary

## Step 1. Basic information




1. In the “Personnel information” section, input the name (as stated in the Hong Kong identity card, passport or other identification document) of the corporate personnel.
2. In the “Corporate position(s)” section:
   (1) Click Add corporate position Add corporate position. An Add corporate position dialog will pop up:



1) select a corporate position from the drop-down list or select “Other senior management” to provide other role name in English and Chinese

2) input the appointment date and end date.

3) if the corporate position is “Executive director”, “Non-executive director”, “Independent non-executive director”, “Chief executive” or “Supervisor”, provide the required details under Listing Rule 13.51(2)/GEM Listing Rule 17.50(2) (a) to (g). You can expand the page and read the relevant rule disclosure requirements by clicking ˅ show more

4) if the corporate position is “Independent non-executive director”, confirm the newly appointed independent non-executive director is considered independent with regard to the factors in Listing Rule 3.13/GEM Listing Rule 5.09 by selecting Yes or No ◯ Yes ◯ No

5) if the corporate position is “Alternate director” or “Alternate authorised representative”, select the person to whom this person is an alternate

Once completed, click Confirm in the dialog to add the corporate position in the “Corporate position(s)” table.

(2) Click ... ··· in the table, then click Remove / Edit to remove or edit the corporate position.

3. In the “Committee role(s)” section:

(1) Click Add committee role ⊕ Add committee role. An Add committee role dialog will pop up for adding a committee role for the corporate personnel:

1) select a “Committee name” from the drop-down list or select “Others” to provide other committee names

2) select "Committee role” from the drop-down list

3) enter the appointment date and end date

Once completed, click Confirm Confirm in the dialog to add the committee role in the “Committee role(s)” table.

(2) Click ... ··· in one row of the table, then click Edit to edit the committee role.

4. Once completed, click Next step > Next step > to proceed to Step 2. Personnel information

### Step 2. Personnel information

1. The personal information you need to provide in this step will vary depending on the information you provided in Step 1. Basic information.
2. When personnel information is required, mandatory information is marked with an asterisk "*". Alternatively, you can choose to submit personal details later by selecting the checkbox 

. You can add the personal information by G.3 Edit a corporate personnel later.
3. Once completed, click Next step > 

to proceed to Step 3. Other listing rule information.

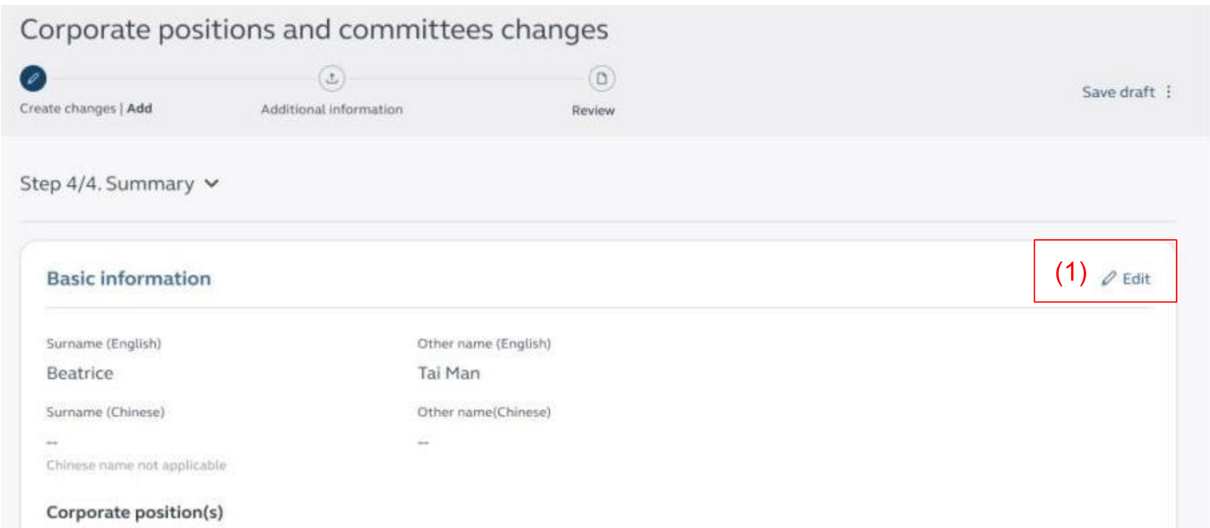
### Step 3. Other listing rule information

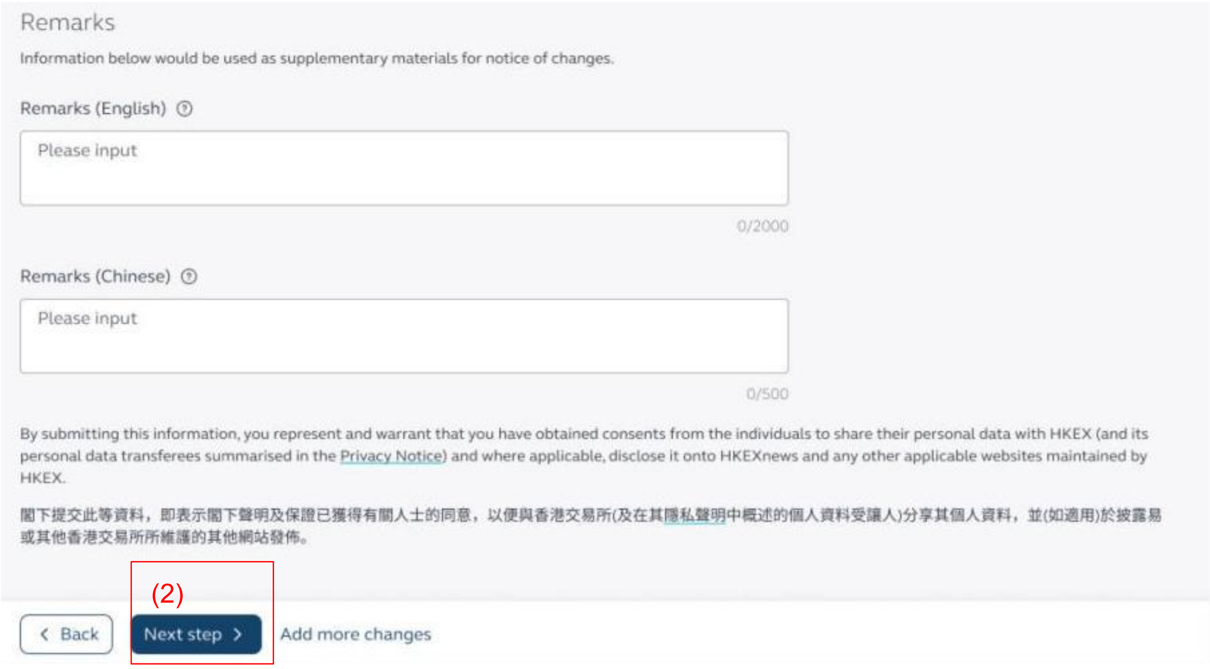
1. The other listing rule information you need to provide in this step will vary depending on the information you provided in the previous steps.
2. When other listing rule information is required, you shall complete the information as required under Listing Rule 13.51(2) (h) to (x) / GEM Listing Rule 17.50(2)(h) to (r) by answering the yes-no questions for each rule. Select "no" if no disclosure is required and provide details (in English and Chinese) if "yes" is selected.
3. Once completed, click Next step > 

to proceed to Step 4. Summary.

### Step 4. Summary

You can review all the information you provided in step 1 to 3 above, and provide remarks (if any) (in English and Chinese).






(1) Click Edit to move to step 1/2/3 to edit the information previously provided.

(2) After confirming the input, click Next step > Next step to proceed to the Additional Information page. For details, please refer to section "5.1.1.2 Provide additional information".

If you do not want to proceed for now,

(3) Click Save draft Save draft to save the current corporate personnel information as a draft;

(4) Click Previous step Previous step to return to Step 3. Other listing rule information; or

(5) Click Add more changes Add more changes, if you want to submit multiple corporate personnel changes in one submission. The current corporate personnel change will be saved and you will be navigated to the G.1 Corporate positions and committees changes landing page to create or edit other corporate personnel information. A Clock icon will appear next to the saved drafts.

### G.3 Edit a corporate personnel

To edit corporate personnel information (draft or submitted):

1. On the G.1 Corporate positions and committees changes landing page, select the corporate personnel information you want to edit

2. Click ⋯ , then click Edit Edit to proceed to Step 1. Basic information with data fields pre-filled on the page.
3. Update information on the page, then proceed to step 2 to 4 to complete the process. For details, please refer to G.2 Create a new corporate personnel.

### 5.1.4 Share capital

Use functions in this section to make the following two submissions:

H. Share capital change (Next Day Disclosure Return, NDDR): use this to report movements in securities or treasury shares.

I. Share capital change and confirmation (Monthly Return, MR): use this to confirm the Company's share capital on a monthly basis.

#### H. Share capital change (Next Day Disclosure Return, NDDR)

Share capital change (Next Day Disclosure Return, NDDR) allows you to manage the following information:

1. Share class: details please refer to section "H.2 Share class management"

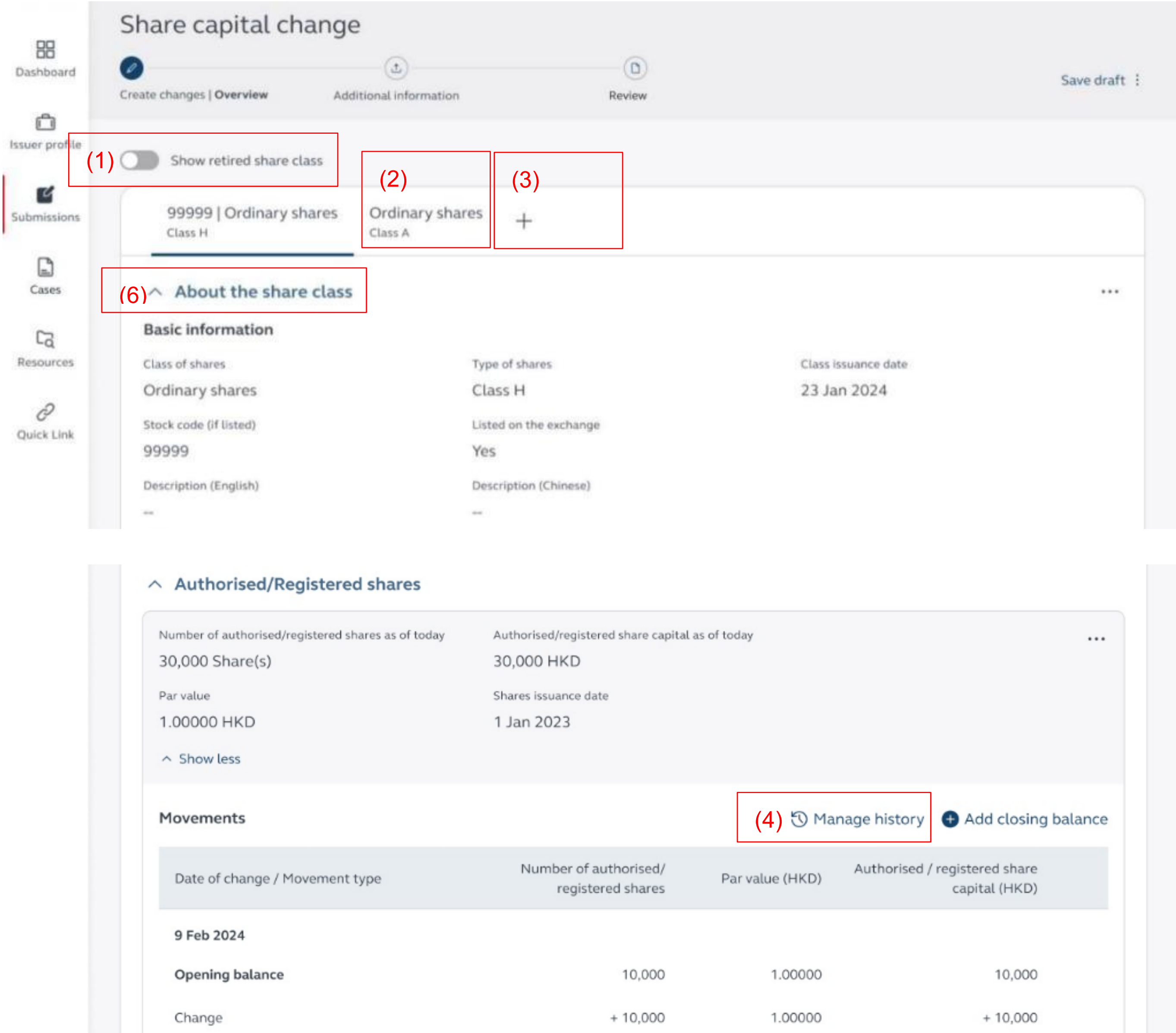
2. Sub share class: details please refer to section "H.3 Sub share class management"

3. Movement: details please refer to "H.4 Movements management"

Note: in this function, all issuers share the same pages layout and actions, but for REITs issuers (the listing information type of the issuers is "Ch20 REIT"), the "shares" in all the pages will be displayed as "units" .

### H.1 Share capital change overview

#### Share capital change landing page




The Share capital change landing page displays the share capital information previously prepared and/or submitted. Each tab page includes seven sections. To access this page, please refer to section “5.1.1.1 Enter landing page”.

Click ⌄ / ⌃ on each section to expand/collapse its content:

1) About the share class

<u>For each share class, you can manage the following sub share class:</u>

2) Authorised/ Registered shares
3) Issued shares and/or Treasury shares
4) Share options (under share options schemes)
5) Warrants
6) Convertibles
7) Other arrangements

For 1), please refer to section “H.2 Share class management”.

For 2) to 7), please refer to section “H.3 Sub share class management”.

(1) If there is any share class that has been "Mark as retired", switch on the toggle Show retired share class to display new tab(s) showing retired share class. For details about "Mark as retired", please refer to section "H.2.4 Retire an active (i.e. submitted and approved) share class".

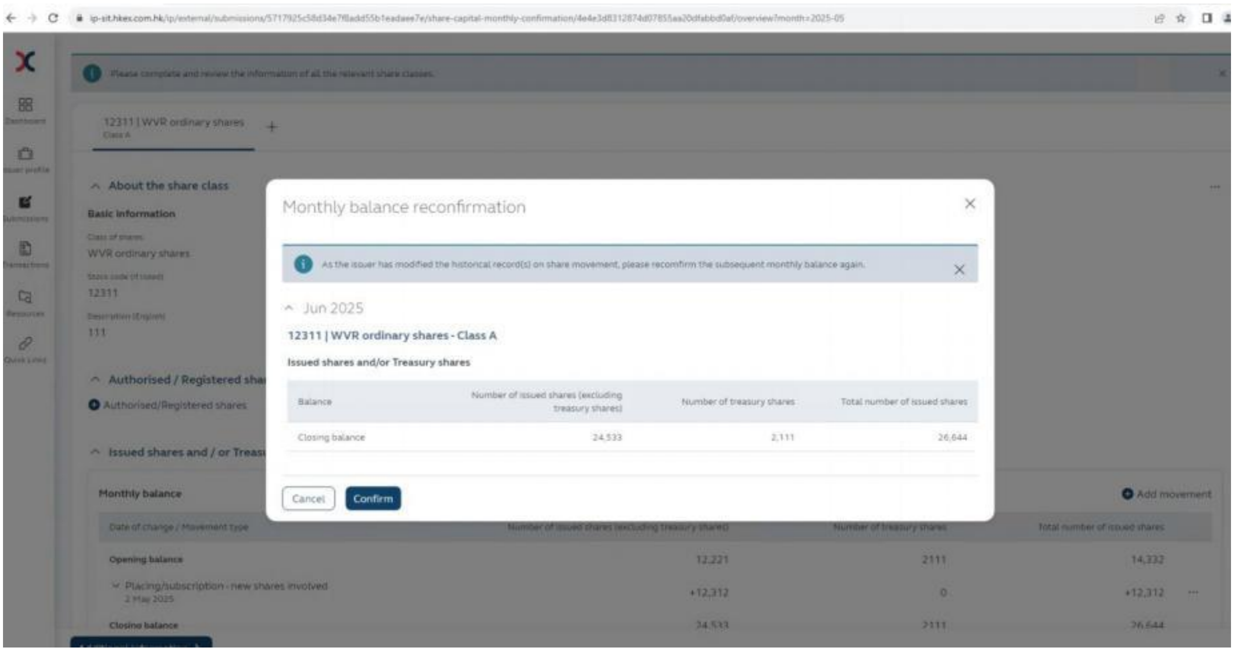
(2) If the issuer has more than one share class, click the tab name to view information of each share class.

(3) Click + to add a new share class. For details, please refer to section "H.2 Share class management".

(4) Click Manage history to view past movements. For details, please refer to section "H.4.3 Edit / withdraw an active (submitted and approved) movement".

(5) Next step > : if a draft exists, this button is enabled. Click the button to proceed to Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

***Note:*** If the submission includes movements that falls within the reporting period of published "share capital change and confirmation", a "Monthly balance reconfirmation" pop-up dialog will be displayed. Click Confirm in the dialog, if you still want to proceed.



## H.2 Share class management

### H.2.1 Add a new share class

#### New share class page

1. On the Share capital change landing page, click + New share class if you have not added any share class, or click + to proceed to the New share class page.
2. On the New share class page, fill in the “Share class information” and “Multi-counter stock code” (if applicable). Mandatory information is marked with an asterisk “*”:
   (1) For “Share class information”, input:
      1) Class of shares: select from the drop-down list (Ordinary shares / WVR ordinary shares / Preference shares / Other class). If “Other class” is selected, please provide a description
      2) Type of shares: select from the drop-down list (Class A / Class B / Class H / Not applicable / Other type). If “Other type” is selected, please provide a description
      3) Class issuance date
      4) Stock code (if listed): Input the stock code if the share is listed in Hong Kong or overseas.
      5) Listed on the Exchange: select “Yes” if the share class is listed on HKEX
      6) Description: input in English and Chinese

   (2) If the share class has “Multi-counter stock code”, click + Add multi-counter stock code and input:
      1) Stock code
      2) Currency: select one from the drop-down list
      3) Description: input in English and Chinese
3. Once completed, click Confirm to return to Share capital change landing page. A new tab page will be added.

### H.2.2 Edit a share class

To edit a draft or submitted share class:

1. On the Share capital change landing page, select the share class that you want to edit
2. Click , then click Edit . You will be navigated to the Edit share class page
3. Update “Share class information” and “Multi-counter stock code” (if applicable)
4. Once completed, click Confirm to save the changes and return to Share capital change landing page

### H.2.3 Remove a draft share class (not yet submitted or published)

To remove a draft share class (not yet submitted or published) in this submission:

1. On the Share capital change landing page, select the share class
2. Click ⋯ , then click Remove
3. A confirmation dialog will pop up. Click Confirm in the dialog

### H.2.4 Retire an active (i.e. submitted and approved) share class

To retire a share class (e.g. due to lapse of share option scheme):

1. On the Share capital change landing page, select the share class

2. Click ⋯ , then click Edit , you will be navigated to the Edit share class page.

3. On this page, check the box “Mark as retired” and select “Retirement date”.


.

4. Once completed, click Confirm to save the changes and return to Share capital change landing page.

### H.2.5 Remove draft share class

To remove a draft share class:

1. On the Share capital change landing page, select the share class that you want to remove

2. Click ⋯ , then click Remove

3. A confirmation dialog will pop up. Click Confirm in the dialog to remove the share class.

### H.3 Sub share class management

You can manage sub share classes under each share class as follows:

| Sub share class | Add | Edit | Remove (only if it is draft and unsubmitted) | Retire (if it is submitted and approved) |
|---|---|---|---|---|
| Authorised/ Registered shares | Yes | Yes | Yes | No |
| Issued shares and/or Treasury shares | Yes | Yes (only if it is draft and unsubmitted) | Yes | No |
| Share options (under share options schemes) | Yes | Yes | Yes | Yes |
| Warrants | Yes | Yes | Yes | Yes |
| Convertibles | Yes | Yes | Yes | Yes |
| Other arrangements | Yes | Yes | Yes | Yes |

### H.3.1 Authorised / registered shares

#### H.3.1.1 Add Authorised / registered shares

1. On the Share capital change landing page, in the "Authorised / Registered shares" section, click + Authorised / Registered shares 

. The Add Authorised / Registered shares dialog will pop up.

2. Please complete the following information:

(1) Issuance date;

(2) Number of authorised shares (Initial balance);

(3) Par value (with a currency type);

(4) Authorised share capital (Initial balance): Number of authorised shares (Initial balance)

3. Once completed, click Confirm 

to add the sub share class.

| |
|---|
| **Important Message: Submitted and approved "Authorised / Registered shares" information cannot be edited. You can only change its ending balances by add "Movements". For details, please refer to H.4 Movements.** |

#### H.3.1.2 Edit / remove Authorised / Registered shares (draft and unsubmitted)

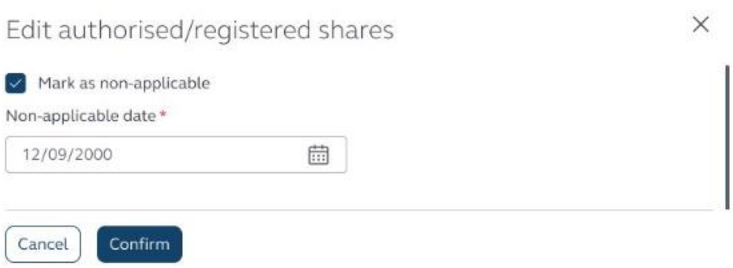
To edit / remove Authorised / Registered shares, on the Share capital change landing page, in the "Authorised / Registered shares" section:

1. Click ... ⋯ , then click Edit Edit . Edit Authorised / Registered shares dialog will pop up with information that has been previously saved pre-filled
2. Update the pre-filled information in the dialog as needed.
3. Once completed, click Confirm Confirm to save the changes
4. For removal, click ⋯ , then click Remove Remove . A confirmation dialog will pop up. Click Confirm Confirm .

### H.3.1.3 Edit / remove Authorised / Registered shares (submitted and approved)

To edit Authorised / Registered shares, on the Share capital change landing page, in the "Authorised / Registered shares" section:

1. Click ... ⋯ , then click Edit Edit , the Edit Authorised / Regitered shares dialog will pop up
2. Check the box "Mark it as non-applicable" and provide the non-applicable date
3. Once completed, click Confirm Confirm to save the change




4. For removal, click ⋯ , then click Remove Remove
5. The Remove confirmation dialog will pop up. Click Confirm Confirm to remove the Authorised / Registered shares.

## H.3.2 Issued shares and/or treasury shares

### H.3.2.1 Add Issued shares and/or treasury shares

1. On the Share capital change landing page, under the "Issued shares and/or treasury shares", click + Issued shares and/or treasury shares ⊕ Issued shares and/or Treasury shares .
2. The Add Issued shares and/or treasury shares dialog will pop up. Input:

(1) Number of issued shares (excluding treasury shares) (initial balance)

(2) Issuance date

(3) Number of treasury shares (initial balance)

(4) Treasury shares creation date

(5) After entering the above information, the "Total number of issued shares (initial balance)" will be calculated automatically

3. Once completed, click Confirm Confirm to add the sub share class.

**Important Message: submitted and approved "Issued shares and/or treasury shares" initial balance cannot be changed. You can only change its ending balances by add "Movements". For details, please refer to H.4 Movements management.**

### H.3.2.2 Edit / remove Issued shares and/or treasury shares (draft and unsubmitted)

To edit / remove Issued shares and/or treasury shares, on the Share capital change landing page, in the "Issued shares and/or treasury shares" section:

1. Click ... ... , then click Edit Edit , the Edit Issued shares and/or treasury shares dialog will pop up with information that has been previously saved pre-filled
2. Edit the information in the dialog.
3. Once completed, click Confirm Confirm to save the changes
4. For removal, click ... , then click Remove Remove . A confirmation dialog will pop up. Click Confirm Confirm

### H.3.3 Share options, Warrants, Convertibles, and Other arrangements

1. Add Share option / Warrants / Convertibles / Other arrangements

(1) On the Share capital change landing page, click + Share options + Share options / + Warrants + Warrants / + Convertibles + Convertibles / + Other arrangements + Other arrangements, the relevant add sub share class dialog will pop up.

(2) Input the required information in the dialog. Mandatory information is marked with an asterisk "*".

(3) Once finished, click Confirm Confirm to add the sub share class.

2. Edit (both submitted or unsubmitted) Share options / Warrants / Convertibles / Other arrangements

(1) On the Share capital change landing page, select the sub share class you want to edit, click ... , then click Edit , the relevant edit sub share class dialog will pop up.

(2) Update the sub share class relevant information in the dialog. Mandatory information is marked with an asterisk "*".

(3) Once completed, click Confirm to save the changes you made

3. Remove draft and unsubmitted Share options/ Warrants/ Convertibles/ Other arrangements

(1) On the Share capital change landing page, select the sub share class you want to remove. Click ... , then click Remove . A removal confirmation dialog will pop up.

(2) Click Confirm in the dialog to remove the sub share class.

4. Retire submitted and approved Share options / Warrants / Convertibles / Other arrangements

(1) On the Share capital change landing page, select the item you want to retire (e.g. the scheme life of the share option scheme has lapsed). Click ... , then click Edit . The relevant edit sub share class dialog will pop up.

(2) On the pop-up dialog, select checkbox "Mark as retired", then select a "Retirement date".

(3) Once completed, click Confirm to mark the sub share class as retired.

### H.4 Movements management

For each sub share class, you can perform the following actions:

(1) add a new movement;

(2) edit a submitted and approved movement; and

(3) withdraw a submitted and approved movement.

#### H.4.1 Add new movement

1. Add movements to "Authorised / Registered shares"

(1) On the Share capital change landing page, in the "Movements" section of "Authorised / Registered shares" sub share class, click Add closing balance . The Add authorised shares closing balance dialog will pop up.

(2) In the pop-up dialog, provide the following information. Mandatory information is marked with an asterisk "*":

1) Date of balance

2) Number of authorised/registered shares (Daily closing balance)

3) Authorised / registered share capital (Daily closing balance)

(3) Once completed, click Confirm to add the movement.

2. Add movements to Issued shares and/or Treasury shares/ Share options / Warrant/ Convertibles/ Other arrangements

(1) On the Share capital change landing page, in the "Movements" section of each sub share class, click Add movement . The relevant movement dialog will pop up.

(2) In the dialog, select a "Movement type", input the date of change and complete the required information for each movement. Mandatory information is marked with an asterisk "*". There are a total of 46 types of movements. Please refer to the "Summary of Movement" below for details.

Please note: Though "Description of change" is optional, it is suggested to fill this data field, otherwise when display redemption / repurchase history for "Shares redeemed or repurchased for cancellation but not yet cancelled", the column "Description" will be empty.

(3) If there is a listing application previously submitted, select the relevant case to transfer the input to here.

(4) The total number of shares will be calculated automatically after adding a movement that affects the number of shares issued.

(5) Once completed, click Confirm to add the movement.

**Summary of Movement**

| No | Movement type | Issued shares and/or treasury shares | Share options | Warrants | Convertibles | Other arrangements |
|---|---|---|---|---|---|---|
| 1 | Placing/subscription - new shares involved | Y | | | | |
| 2 | Placing/subscription - treasury shares involved | Y | | | | |
| 3 | Consideration issue - new shares involved | Y | | | | |
| 4 | Consideration issue - treasury shares involved | Y | | | | |
| 5 | Open offer - new shares involved | Y | | | | |

| No | Movement type | Issued shares and/or treasury shares | Share options | Warrants | Convertibles | Other arrangements |
|---|---|---|---|---|---|---|
| 6 | Open offer - treasury shares involved | Y | | | | |
| 7 | Rights issue - new shares involved | Y | | | | |
| 8 | Rights issue - treasury shares involved | Y | | | | |
| 9 | Bonus issue - new shares involved | Y | | | | |
| 10 | Bonus issue - treasury shares involved | Y | | | | |
| 11 | Scrip dividend - new shares involved | Y | | | | |
| 12 | Scrip dividend - treasury shares involved | Y | | | | |
| 13 | Capital Reorganisation | Y | | | | |
| 14 | Issue of new shares or transfer of treasury shares in respect of share awards or options granted to a director of the issuer under a share scheme – new shares involved | Y | Y | | | |
| 15 | Issue of new shares or transfer of treasury shares in respect of share awards or options granted to a director of the issuer under a share scheme – treasury shares involved | Y | Y | | | |
| 16 | Issue of new shares or transfer of treasury shares in respect of share awards or options granted to a participant (who is not a director of the issuer) under a share scheme – new shares involved | Y | Y | | | |
| 17 | Issue of new shares or transfer of treasury shares in respect of share awards or options granted to a participant (who is not a director of the issuer) under a share scheme – treasury shares involved | Y | Y | | | |
| 18 | Exercise of a warrant - new shares involved | Y | | Y | | |
| 19 | Exercise of a warrant - treasury shares involved | Y | | Y | | |
| 20 | Conversion of convertible bonds/notes - new shares involved | Y | | | Y | |
| 21 | Conversion of convertible bonds/notes - treasury shares involved | Y | | | Y | |
| 22 | Conversion of convertible preference shares - new shares involved | Y | | | Y | |

| No | Movement type | Issued shares and/or treasury shares | Share options | Warrants | Convertibles | Other arrangements |
|---|---|---|---|---|---|---|
| 23 | Conversion of convertible preference shares - treasury shares involved | Y | | | Y | |
| 24 | Conversion of other convertibles (please specify) - new shares involved | Y | | | Y | |
| 25 | Conversion of other convertibles (please specify) - treasury shares involved | Y | | | Y | |
| 26 | On-market sale of treasury shares | Y | | | | |
| 27 | Repurchase of shares (shares repurchased but not cancelled) | Y | | | | |
| 28 | Repurchase of shares (shares repurchased and cancelled) | Y | | | | |
| 29 | Repurchase of shares (shares held as treasury shares) | Y | | | | |
| 30 | Redemption of shares (shares redeemed but not cancelled) | Y | | | | |
| 31 | Redemption of shares (shares redeemed and cancelled) | Y | | | | |
| 32 | Cancellation of treasury shares | Y | | | | |
| 33 | Cancellation of shares previously repurchased/Redeemed | Y | | | | |
| 34 | Exercise of an option (other than under a share option scheme) by a director of the issuer - new shares involved | Y | | | | Y |
| 35 | Exercise of an option (other than under a share option scheme) by a director of the issuer - treasury shares involved | Y | | | | Y |
| 36 | Exercise of an option (other than under a share option scheme) not by a director of the issuer - new shares involved | Y | | | | Y |
| 37 | Exercise of an option (other than under a share option scheme) not by a director of the issuer - treasury shares involved | Y | | | | Y |

| No | Movement type | Issued shares and/or treasury shares | Share options | Warrants | Convertibles | Other arrangements |
|---|---|---|---|---|---|---|
| 38 | Repurchase or redemption of other securities | Y | | | | Y |
| 39 | Others (please specify) | Y | Y | Y | Y | Y |
| 40 | Granted / Issued | | Y | Y | Y | |
| 41 | Cancelled | | Y | Y | Y | |
| 42 | Lapsed | | Y | Y | | |
| 44 | Redeemed | | | | Y | |
| 45 | Repurchased | | | | Y | |
| 46 | Matured | | | | Y | |

Note: movement(s) to “Other arrangement” can only be made by adding the movement in “Issued shares and/or Treasury shares” and input the relevant other arrangements.

### H.4.2 Edit / remove draft and unsubmitted movement

1. On the Share capital change landing page, all draft movements will be listed below each sub share class.
2. To edit a draft movement:

   (1) Select the movement you want to edit, click ... , then click Edit . The relevant movement dialog will pop up.

   (2) In the dialog, update the movement information as needed.

   (3) Once completed, click Confirm to save your changes.

3. To remove a draft movement:

   (1) Select the movement you want to remove, click ... , then click Remove .

   (2) A removal confirmation dialog will pop up, click Confirm in the dialog to remove the draft movement.

### H.4.3 Edit / withdraw an active (submitted and approved) movement


On the Share capital change landing page, click Manage history Manage history on each sub share class. The Manage history dialog will pop up. In the dialog, you can:

1. View all the historical movement(s).

2. Use the filters on the top to filter the historical movement(s).

3. Click the arrow next to a movement to view details.

4. To edit a movement:

   (1) Select the movement you want to edit, click ... , then click Edit Edit . The relevant movement dialog will pop up.

   (2) Update the movement information as needed.

   (3) Once completed, click Confirm Confirm . The "Manage history" pop-up dialog will be closed, and the update will appear as an unsubmitted movement in the "Movements"

5. To withdraw a movement:

   (1) Select the movement you want to cancel, click ... , then click Withdraw Withdraw . A confirmation dialog will pop-up.

   (2) Click Confirm Confirm in the dialog to withdraw the movement.

### I. Share capital change and confirmation (Monthly Return, MR)

In this function:

1. Equity issuer and REITs issuer (the listing information type of the issuer is "Ch20 REIT") share the same pages layout and actions as detailed in section "I.1 Equity issuer / REITs issuer". For REITs issuer, "shares" in all the pages will be displayed as "units".

2. For HDR issuer (the listing information type of the issuer is "Ch19 HDR"), please refer to section "I.2 HDR issuer".

3. For ETP issuer (the listing information type of the issuer is "Ch20 ETF"), please refer to section "I.3 ETP issuer".

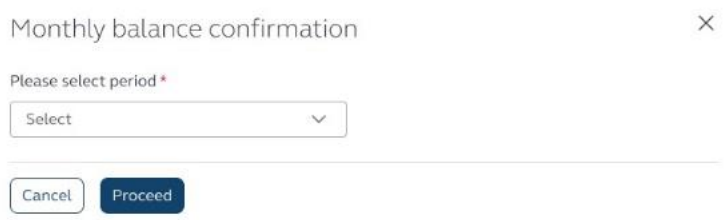
### I.1 Equity issuer / REITs issuer

#### Share capital change and confirmation landing page

To access the Share capital change and confirmation landing page, please refer to section "5.1.1.1 Enter landing page".

Since the share capital change and confirmation submission is bound by a reporting period, you should first select the month that you want to submit monthly confirmation for in the Monthly balance confirmation dialog before entering the landing page.

The most recent month you can select is current month, while the earliest is twelve months ago. For example, if it is currently mid-December 2024, please select any month from January 2024 to December 2024.




1. In the dialog, select a month from the drop-down list, then click Proceed  to the share capital changes and confirmation landing page.

2. On the share capital changes and confirmation landing page, you can manage the following information for the reporting period you selected:

   (1) Share class: initiate the process on Share capital change and confirmation landing page. The function is similar to that of share capital change. For details, please refer to section "H.2 Share class management"

   (2) Sub share class: initiate the process on Share capital change and confirmation landing page. The function is similar to that of share capital change. For details, please refer to section "H.3 Sub share class management".

   (3) Movement: the function is similar to that of share capital change. For details, please refer to "H.4 Movements management". The differences are:

      1) the Manage history dialog is not applicable

      2) The movement management is limited to those with a "date of change" within the reporting period you selected in the Monthly balance confirmation dialog

(4) Confirmation on monthly balances

3. Once completed, click Next step> Next step > to proceed to Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

### I.2 HDR issuer

In addition to the function detailed in "I.1 Equity issuer / REITs issuer", HDR issuer and equity issuer differ in the following aspects:

1. Sub share class: HDR issuer can manage and add HDR. For details, please refer to section "I.2.1 Sub share class management".
2. Movement: HDR issuer can manage movement information to sub share class "HDR". For details, please refer to section "I.2.2 Movements management".

### I.2.1 Sub share class management

#### I.2.1.1 Add HDR

1. On the Share capital change landing page, in the "HDR" section, click + New HDR + New HDR . The Add HDR dialog will pop up.
2. Enter the following information:
   (1) Stock code
   (2) HDR ratio
   (3) Description (in both English and Chinese)
   (4) Approved for listing (initial balance)
   (5) Issuer HDR (initial balance)
3. Once completed, click Confirm Confirm to add the HDR.

#### I.2.1.2 Edit / remove draft and unsubmitted HDR

To edit / remove HDR, on the Share capital change landing page, in the "HDR" section:

1. Select the HDR you want to edit, click ... ··· , then click Edit Edit . The Add HDR dialog will pop up with information pre-filled. Edit the information in the dialog. Once completed, click Confirm Confirm to save the changes.

2. Select the HDR you want to remove, click ··· , then click Remove Remove . The Remove confirmation dialog will pop up. Click Confirm Confirm to remove the HDR.

#### I.2.1.3 Edit / remove submitted and approved HDR

To edit / remove HDR, on the Share capital change landing page, in the "HDR" section:

1. Select the HDR you want to edit, click ... ··· , then click Edit · Edit . The Edit HDR dialog will pop up. You can only edit "Stock code", "HDR ratio", "Description" related information, or mark the HDR as retired. Once completed, click Confirm Confirm to save the changes.

2. Select the HDR you want to remove, click ··· , then click Remove Remove . The Remove confirmation dialog will pop up. Click Confirm Confirm to remove the HDR.

### I.2.2 Movements management

#### I.2.2.1 Add new movement

This function is the same as "Add movements to Issued shares and/or Treasury shares / Share options / Warrant / Convertibles / Other arrangements". For details, please refer to section "H.4.1 Add new movement".

#### I.2.2.2 Edit / remove draft and unsubmitted movement

For details, please refer to section "H.4.2 Edit / remove draft and unsubmitted movement".

#### I.2.2.3 Edit / withdraw an active (submitted and approved) movement

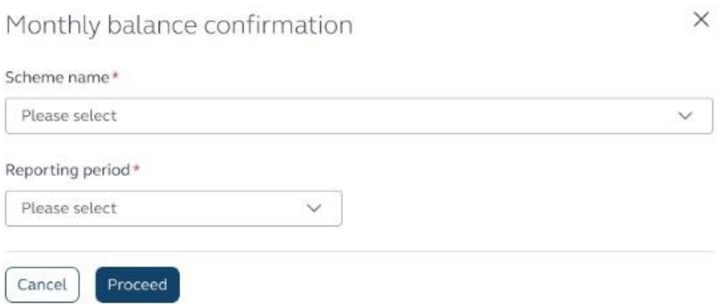
For details, please refer to section "H.4.3 Edit / withdraw an active (submitted and approved) movement".

### I.3 ETP issuer

#### I.3.1 Monthly balance confirmation landing page

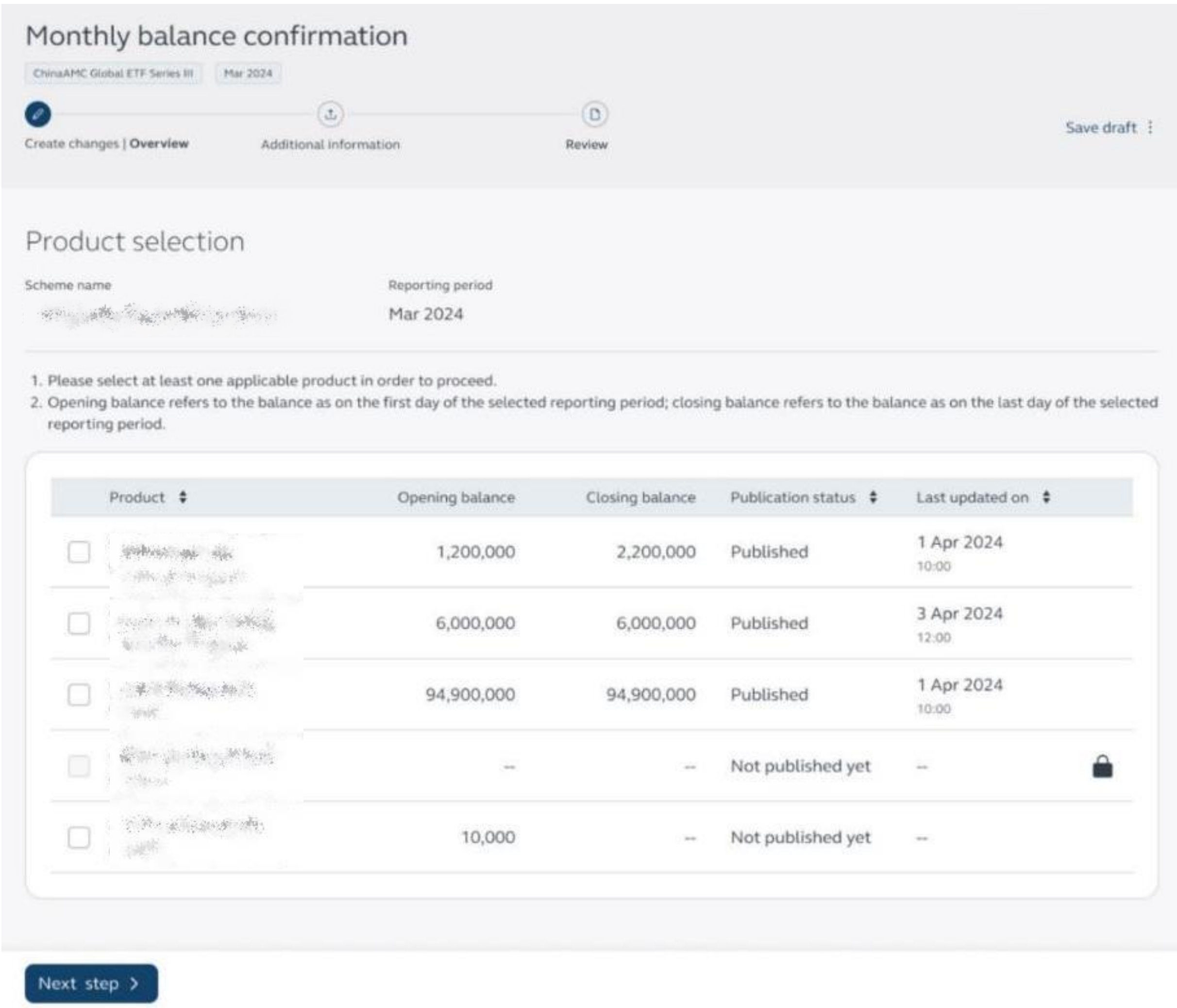
To access the Monthly balance confirmation landing page, please refer to section "5.1.1.1 Enter landing page".

Since the share capital change and confirmation submissions are tied to a reporting period, please first select the scheme and month for which you want to submit monthly confirmation for in the Monthly balance confirmation dialog before entering the landing page.




1. In the dialog, select a “Scheme name” and a reporting month from the drop-down list, then click Proceed 

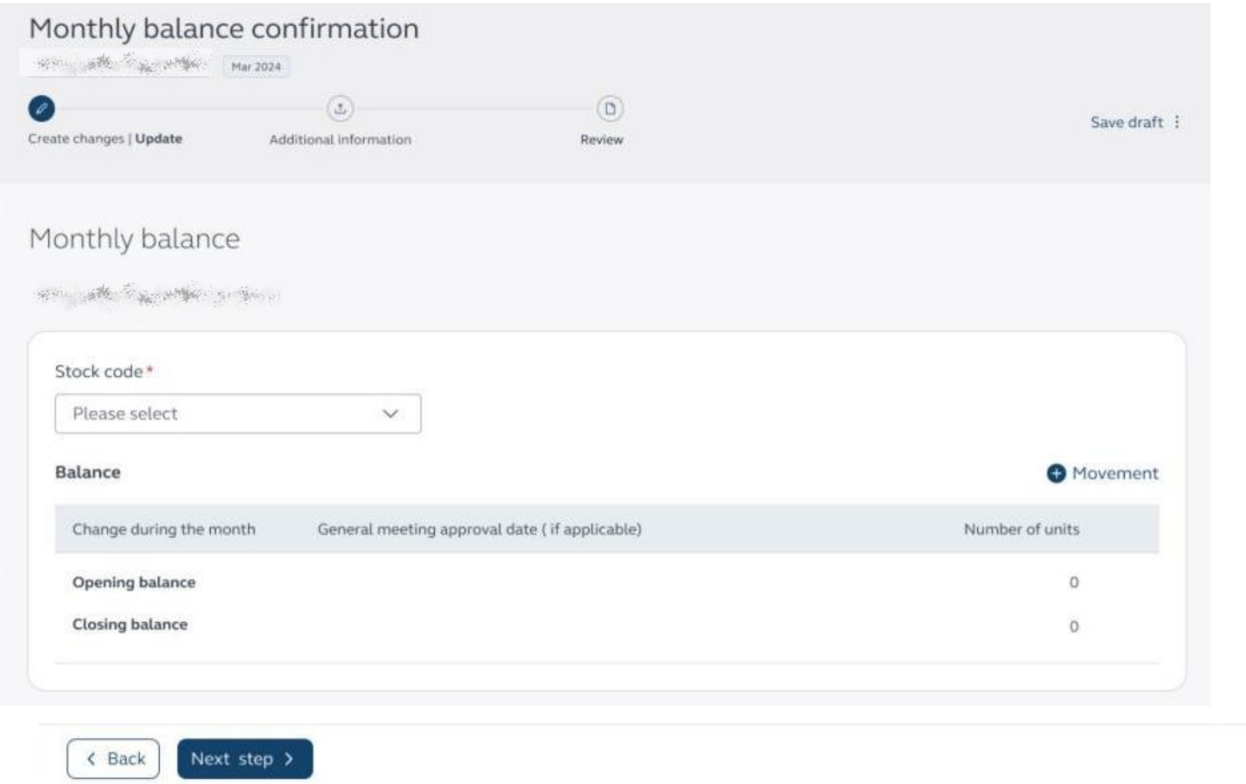
. You will be navigated to the Monthly balance confirmation landing page.
2. The Monthly balance confirmation landing page displays information of the products under the scheme you selected.



3. Select the product(s) you want to submit perform monthly confirmation on, then click Next step > Next step >. You will be navigated to Monthly balance creation page. Please refer to I.3.2 Monthly balance for details.

## I.3.2 Monthly balance

### Monthly balance creation page




1. For each product on the Monthly confirmation creation page, fill in the necessary information. Mandatory information is marked with an asterisk "*"
   (1) Select a stock code from the drop-down list.
   (2) To add a movement:
      1) In the "Balance" section of the product, click + Movement Movement. The movement dialog will pop up.
      2) In the dialog, select "Change during the month" and input the required information.
      3) Once completed, click Confirm Confirm to add the movement.
   (3) To edit (both submitted or unsubmitted) movement:

1) Select the movement you want to edit, click ... , then click Edit Edit . The relevant movement dialog will pop up.
2) Update the movement information in the dialog. For details, please refer to point (2) above.
3) Once completed, click Confirm Confirm to save the changes.

(4) To remove a draft movement:

1) Select the movement you want to remove, click ... , then click Remove Remove . A removal confirmation dialog will pop up.
2) Click Confirm Confirm in the dialog to remove the movement.

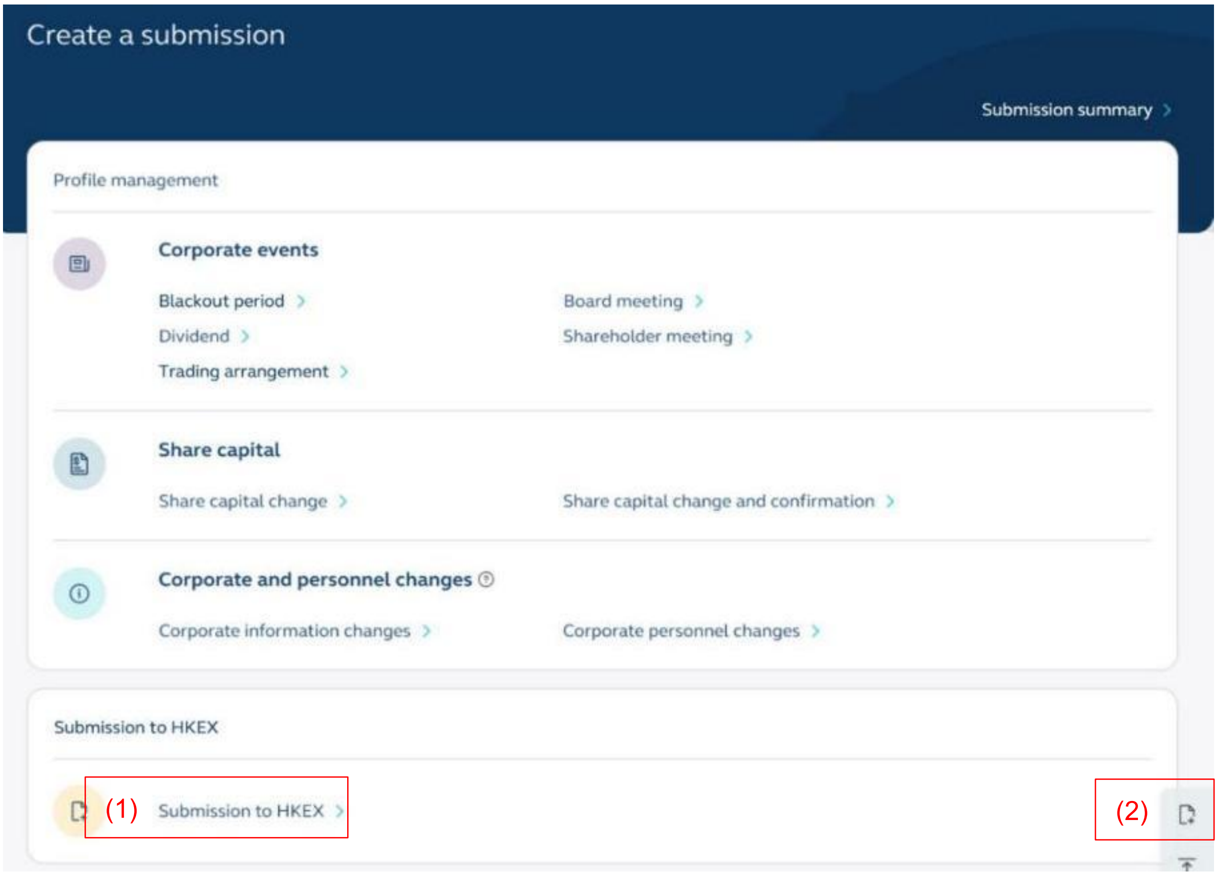
(5) Next step > Next step >: if a draft exists, this button is enabled. Click the button to proceed to Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

2. Once completed, click Next step> Next step > to proceed to Additional information page. For details, please refer to section "5.1.1.2 Provide additional information".

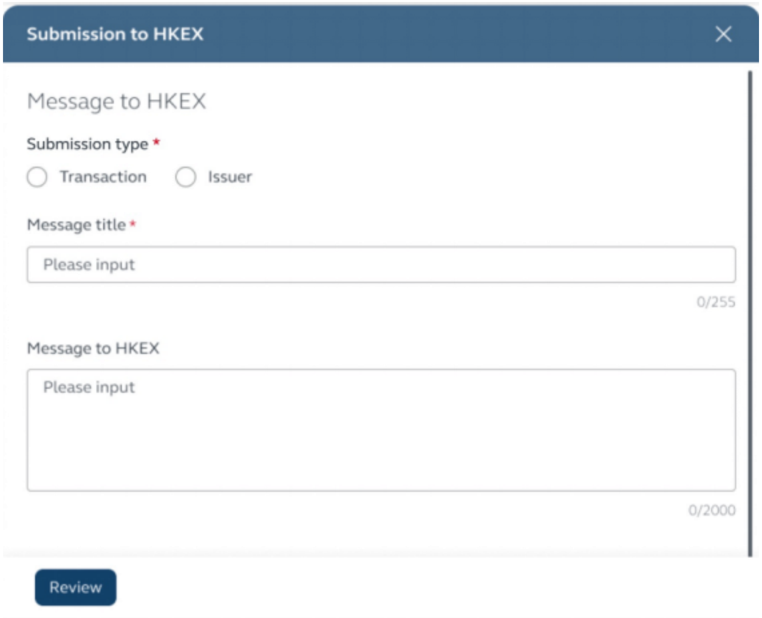
## 5.2 Submission to HKEX

Use the "Submission to HKEX" function described in this section if you want to submit information to HKEX, but the functions provided in "Profile management related submission" and "Cases" are not applicable

Click (1) the Submission to HKEX > Submission to HKEX > button on the Create a submission page, or (2) the bubble floating on the bottom right of any screen, the Submission to HKEX dialog will pop up.




## Submission to HKEX dialog




1. To create a case related submission, select “Case” in “Submission type”, and enter “case number”. To create a non-case related submission, select “Issuer” under “Submission type”, then select “Issuer”, and enter “Stock code(s) and stock name(s)”.
2. Fill in the necessary information. Mandatory information is marked with an asterisk “*”:

(1) Message title

(2) Message to HKEX

(3) Supporting documents to HKEX: click Upload files to upload supporting documents for the submission

3. Once completed, click Review to return to the review page to verify the details you entered.

(1) To make changes, click Back to return to the previous page.

(2) When ready to submit, click Submit to send the submission to HKEX.

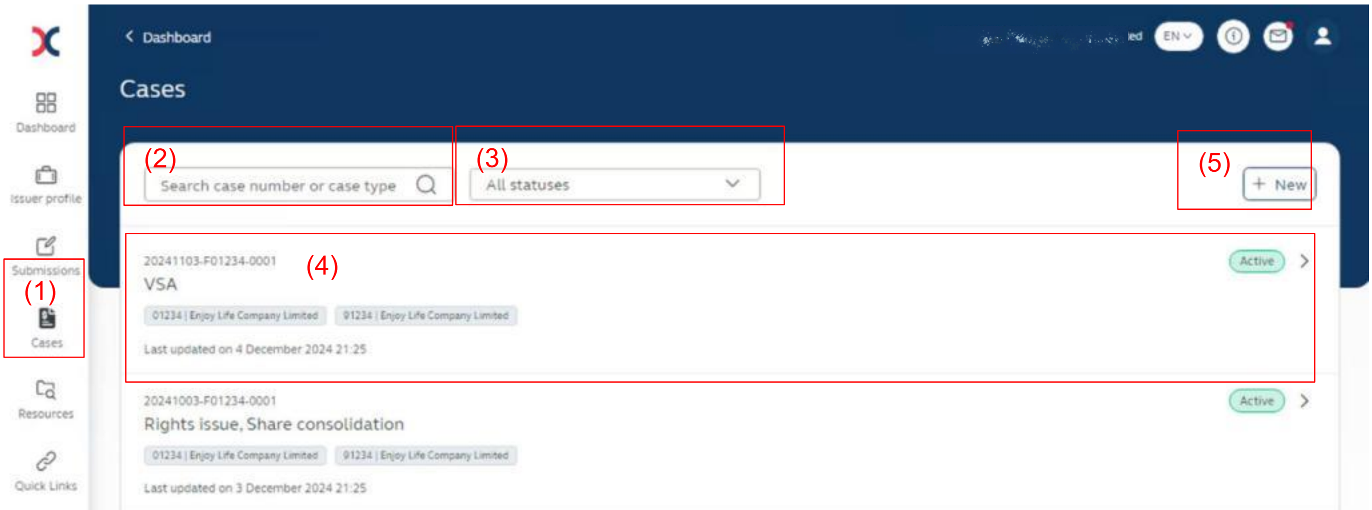
## 5.3 Cases

Use functions in this section to manage case and case submission.

Each case submission must be related to a case. Therefore, start by functions detailed in "A. Cases".

### A. Cases

#### Cases page




(1) Click the "Cases" Cases icon on the left navigation panel. You will be navigated to the Cases page. On the Cases page, you can view all the case(s) to which you are a case member, a case owner or a view only user, including active, closed or junked case(s), and perform the following functions. Please refer to section "A.1 Create a new case" for details of how to grant case parties.

(2) Search for case(s) by inputting the case number or case type in the search box 

.

(3) Filter case(s) by status - "Active", "Closed" or "Junk" 

. Case status is only an identifier and is "Active" by default. It will change to corresponding status as case owner / case member selects "Mark as active" / "Mark as closed" / "Mark as junk" in About the case tab page . Please refer to A3.5 About the case for details.

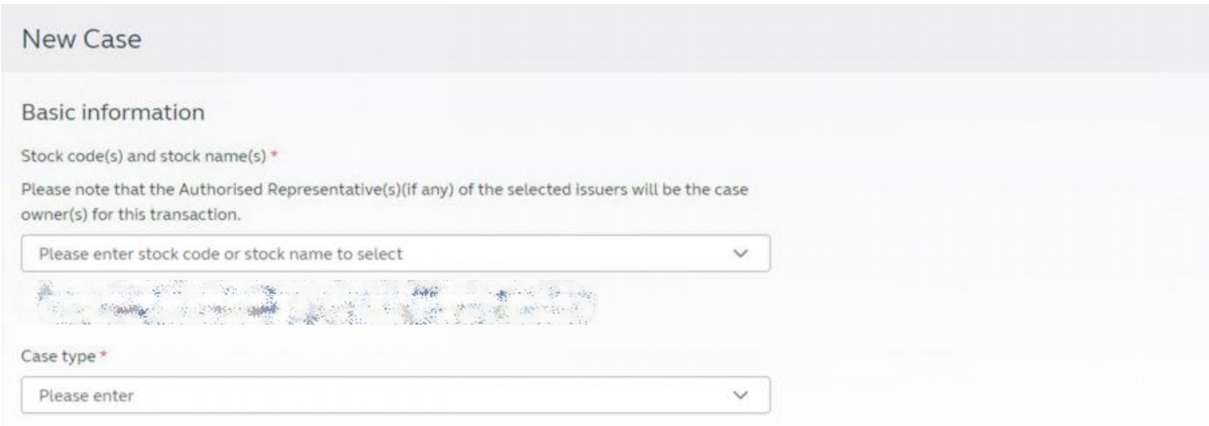
(4) Select a particular case from the list, and you will be navigated to the Overview page of the case. For details, please refer to section "A.3 Manage a case".

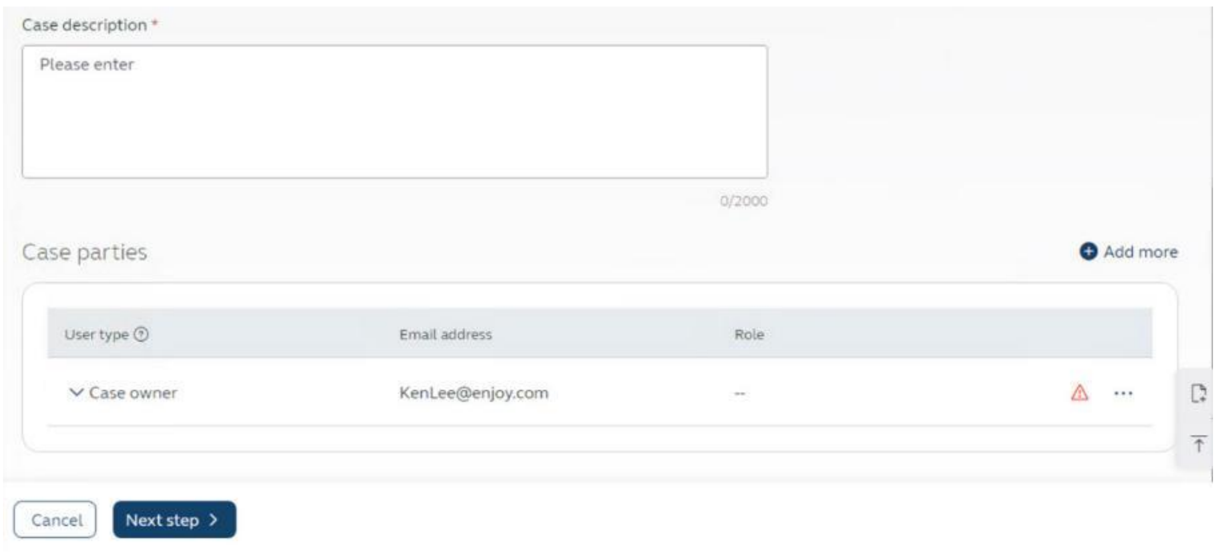
(5) Click + New 

to create a new case. For details, please refer to section "A.1 Create a new case".

## A.1 Create a new case

### New case page






1. After clicking “+ New” on the Cases page, you will be navigated to the New case page.

2. Fill in the necessary information. Mandatory information is marked with an asterisk “*”:

(1) In the “Basic information” section:

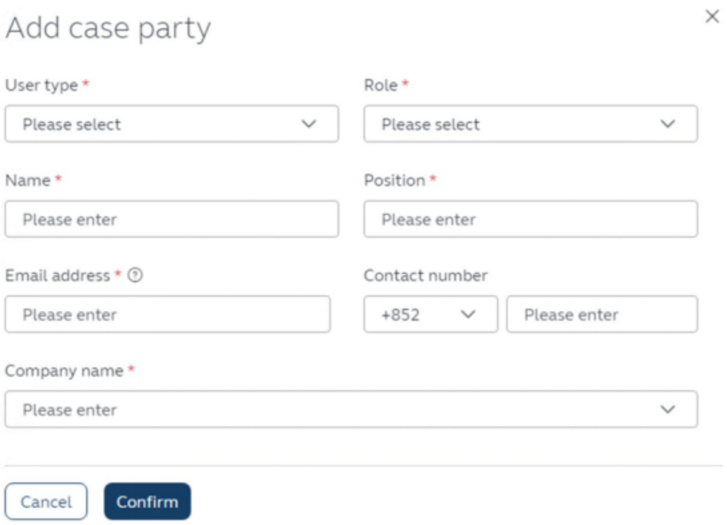
1) Select the stock code or stock name or the issuer.

2) Select the case type that applies to the proposed case and/or corporate action of the issuer from the drop-down list. Please note that multiple case types can be selected.

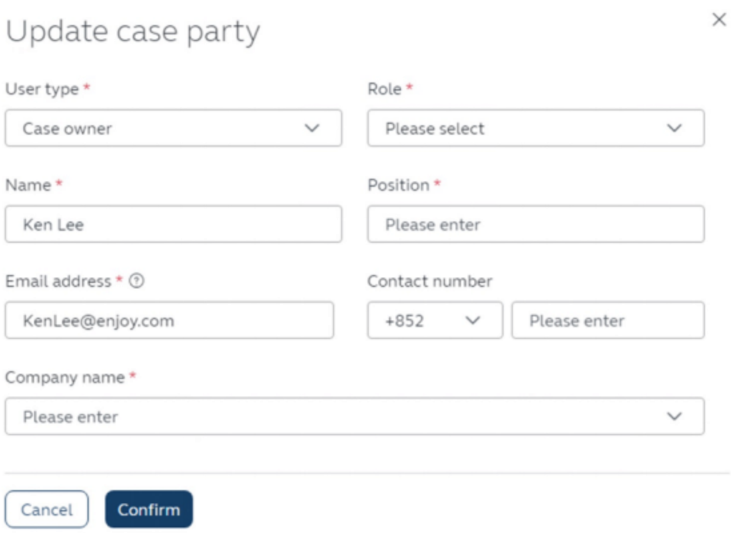
3) Enter a description of the proposed case and/or corporate action of the issuer.

(2) In the “Case parties” section, you can add / edit / remove case parties, case owner can delegate other users (including Issuer IR user, Issuer AR user and Adviser end user) as the case parties (including Case owner, Case member or View only user) for this case. Please note that only user with a valid and activated account on the HKEX Issuer Access Platform can be delegated as case party.

1) To add a new case party, click + Add more, the Add case party dialog will pop up. Fill in the necessary information in the dialog. Mandatory information is marked with an asterisk “*”. Once completed, click Confirm in the dialog to add the user as a case party. Please note that only user with a valid and activated account on the HKEX Issuer Access Platform can be delegated as case party.



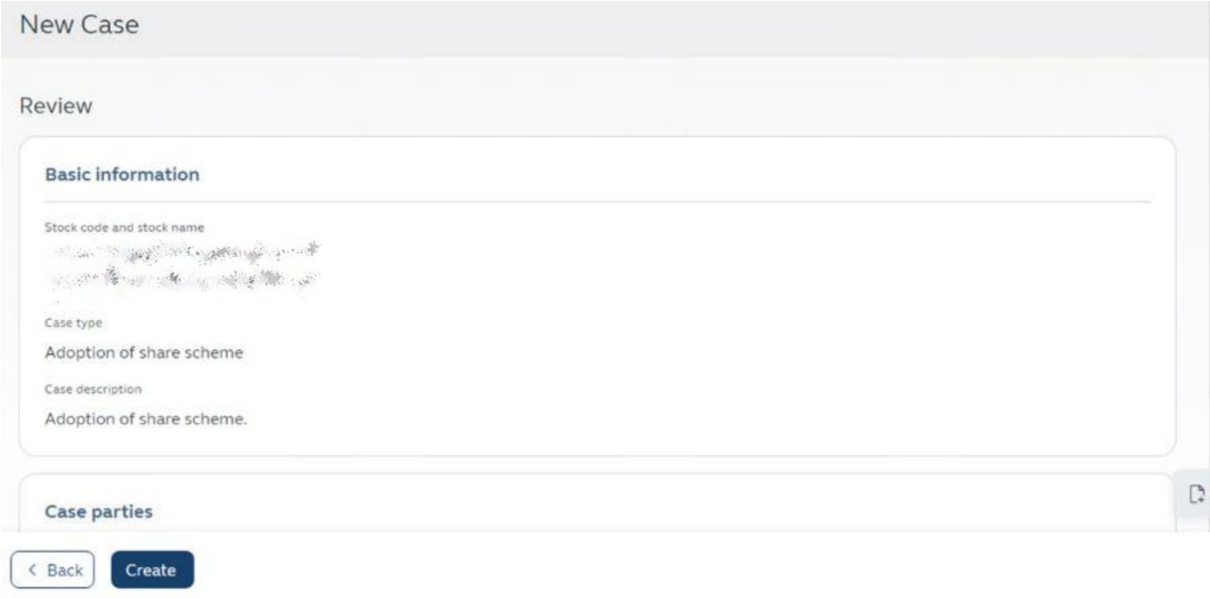

2) To edit a case party, select the case party you want to edit, click ... ···, then click Edit Edit, the Update case party dialog will pop up. Fill in the necessary information in the dialog. Mandatory information is marked with an asterisk "*". Once completed, click Confirm Confirm in the dialog to save the changes.




3) To remove a case party, select the case party you want to remove, click ... ···, then click Remove Remove. The Remove case party confirmation dialog will pop up. Click Confirm Confirm in the dialog to remove the case party.

3. Once completed, click Next step Next step > to proceed to the Review page.

### Review page




1. On the Review page, you can review all the information you input.

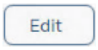
2. Once confirmed, click Create 

to create the case. You will be navigated to the Overview page.

3. If you want to make changes to any information, click < Back 

to return to New case page.

## A.2 Edit a case

To edit a case, enter About the case page and click Edit 

on the page. For details, please refer to section “A.3.5 About the case”.

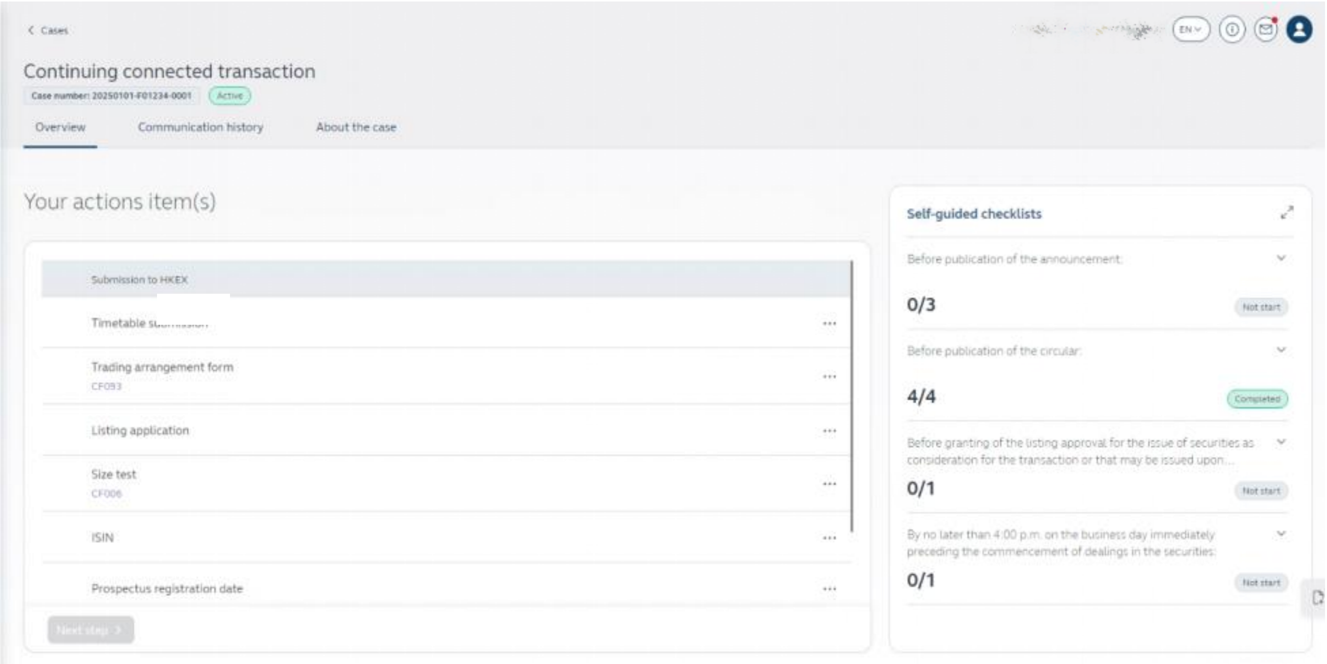
### Edit case page

1. Information you can view on this page is the same as that on New case page, except that the information is pre-filled and certain information is non-editable. Fill in the necessary information on the page. Mandatory information is marked with an asterisk “*”.

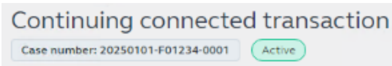
2. Once completed, click Review 

. You will be navigated to the Review page. For details, please refer to section “A.1 Create a new case”.

## A.3 Manage a case

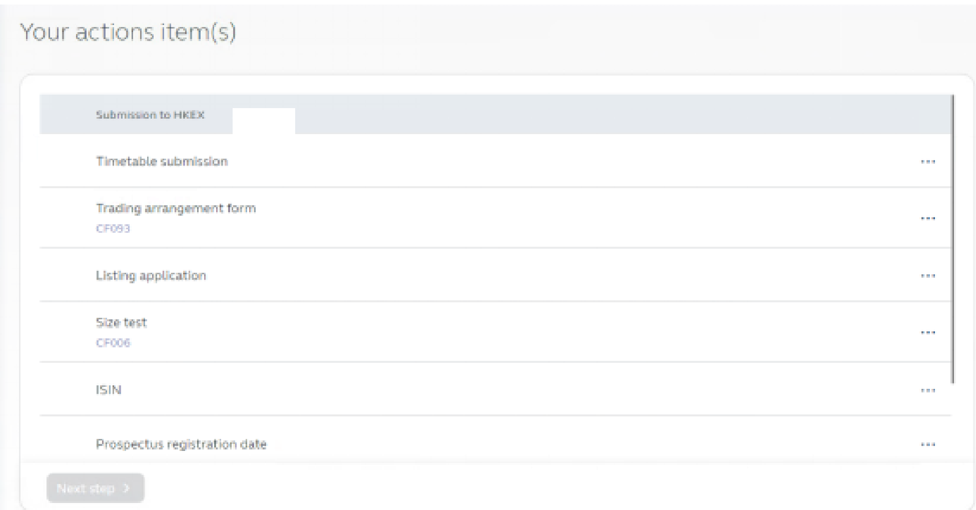



1. You can see three tab pages: the Overview tab page, the Communication history tab page, and the About the case tab page.

2. On the Overview tab page, you can see the case title with the case type, case number and case status displayed at the top 

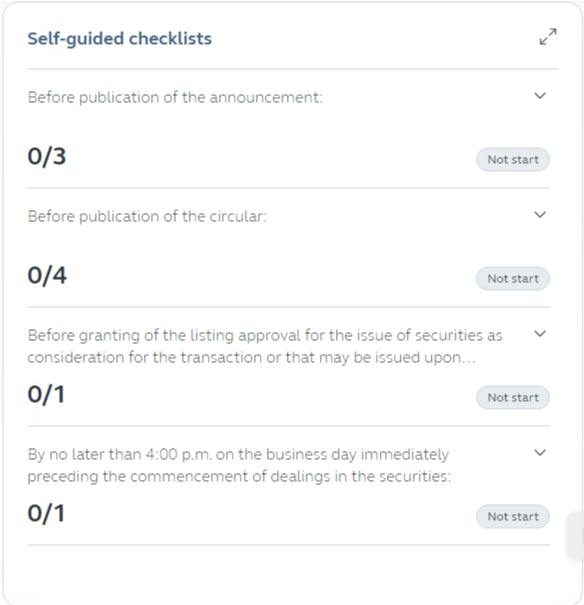
. The page provides access to the action item(s) and displays the self-guided checklists of the case:

   (1) "You action items" table displays the action item(s) available for your submission. These are the defaulted actions assigned to each case. Only complete the items that are applicable to your specific case. For details, please refer to section "A.3.1 Your action item(s)".



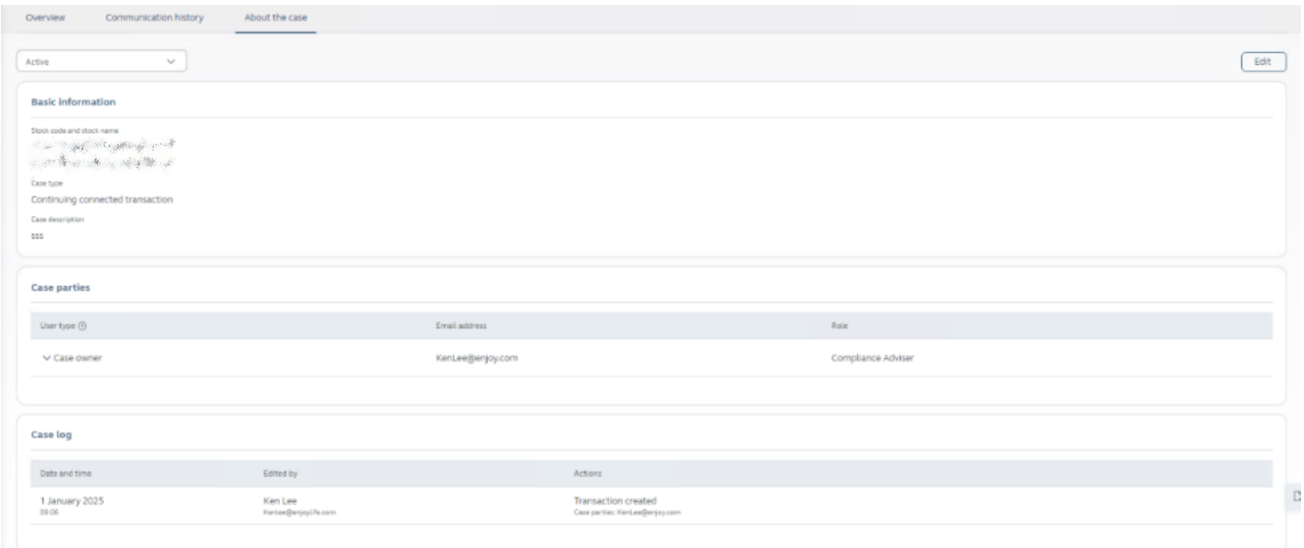
You can view and initiate the creation, editing and deletion of the following item(s). In each case submission, you can create more than one Listing application action item. While for other action items, you can create at most one of each.

(2) The “Self-guided checklists” display the checklists you can use to gauge the progress of the case; it is automatically generated by the system based on the case type(s) and the stock code(s) in the case. For details, please refer to section “A3.2 Self-guided checklists”.




3. The Communication history tab page displays the correspondences from and to HKEX For details, please refer to section “A3.3 Correspondences from HKEX” and “A3.4 Correspondences to HKEX”.

4. The About the case tab page displays the basic information, case parties and case log of the case. For details, please refer to section “A3.5 About the case”.



### A.3.1 Your action item(s)

The table below is the brief introduction for action items.

| Action items | Description |
|---|---|
| Timetable | To submit timetable that may involve a change in or relate to or affect arrangements regarding trading in the issuer's listed securities |
| Trading arrangement form | To submit trading arrangement related information based on the case type(s) (i.e. to replace the existing e-form CF093) |
| Listing application (Form C1) | To submit application for listing of equity securities |
| Listing application (Form C3) | To submit application for listing of collective investment schemes |
| Listing application (Form C3Z) | To submit application for listing of open-ended investment companies, unit trusts, mutual funds and other collective investment schemes governed by chapter 21 of the Listing Rules |
| Size test | To submit size test checklist for notifiable and / or connected cases. |
| ISIN | To submit information related to ISIN changes. |
| Prospectus registration date | To submit proposed date of prospectus registration |
| Upload document(s) | To submit any document(s) related to the case |

Use functions in this section to create new action item or edit / remove new action item.

#### A.3.1.1 Create new action item

On the Overview page, in the Your action item(s) action, click ... or the action item, then click New.

You will be navigated to the creation page of the selected action item. Please refer to B. Case submission for details of each action item.

#### A.3.1.2 Edit / remove new action item

1 On the Overview page, unsubmitted action item(s) is marked by a yellow Clock icon.

2 View details: click ... or the action item, then click View details View details. A detail dialog will pop up. Details of the specific action item are displayed in the dialog.

3 Edit: on the Overview page, click ... , then click Edit , or click Edit in the dialog. You will be navigated to the edit page of the action item, which is pre-filled with previously saved information.

4 Remove: on the Overview page, click ... , then click Remove , or click Remove in the dialog. The Remove confirmation dialog will pop up, click Confirm in the dialog to remove the action item.

### A.3.2 Self-guided checklists

Note:

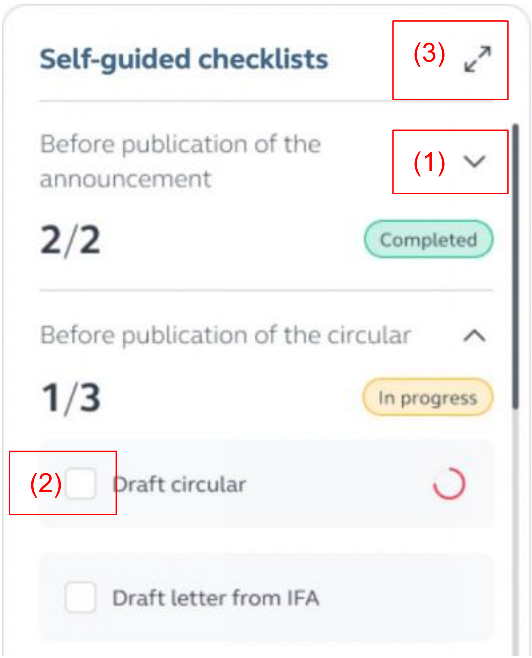
- The "Self-guided checklists" function is a suggested reference tool designed to help you to create and update action items. You are not required to strictly follow the checklist and meet all its listed requirements.
- The checklist items do not have verification logic, so they will not be automatically checked according to the changes you made.
- If the system cannot match the issuer type and case types with a pre-set checklist, the "Self-guided checklists" function will be hidden from the Overview page.

**1. Actions available on Overview page, in the collapsed "Self-guided checklists" section:**

(1) Arrow icon: click to expand the detailed checklist items of a checklist category.

(2) Checkbox : click to check the checklist item. In the collapsed view, your actions will be automatically saved in the system.

(3) Expand : click to expand the "Self-guided checklists" in a pop-up dialog. More actions will be available in the expanded view.




**2. Actions available in the expanded “Self-guided checklists”:**

(1) Arrow icon: click to expand the detailed checklist items of a checklist category.

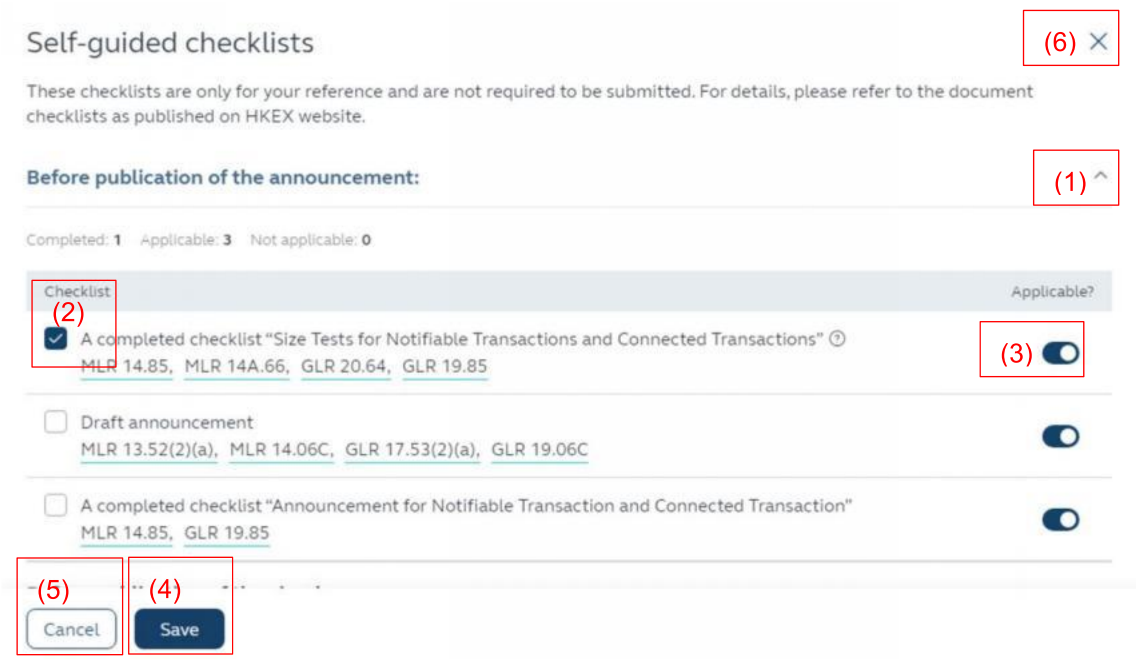
(2) Checkbox : click to check a checklist item. In the expanded “Self-guided checklists”, your actions will not be automatically saved.

(3) Applicable? : if a checklist item is not applicable to the case, switch off the toggle to make it inapplicable.

(4) Save Save: click to save all the changes you made to the “Self-guided checklists”, and close the dialog.

(5) Cancel Cancel: close the “Self-guided checklists” dialog. Note: this will discard all the changes made in the dialog.

(6) Close : same as Cancel Cancel.



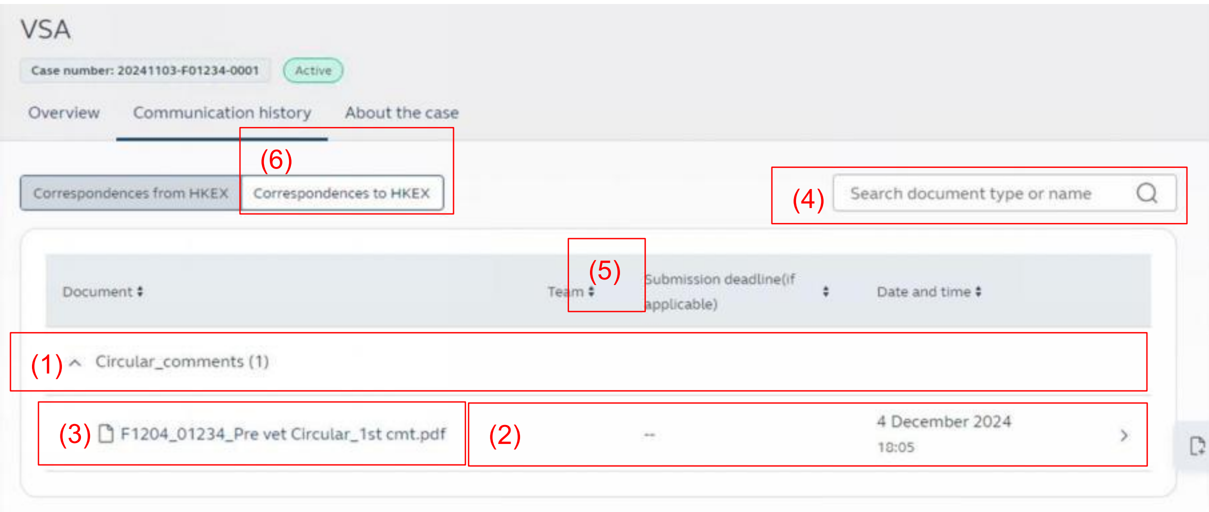

Please note that the self-guided checklists are for issuers' internal use only and are intended to facilitate the issuer in keeping track of its own cases. The checklists will not be submitted to the Exchange under any circumstances.

### A.3.3 Correspondences from HKEX

Use this function to check the message(s) from HKEX on cases.

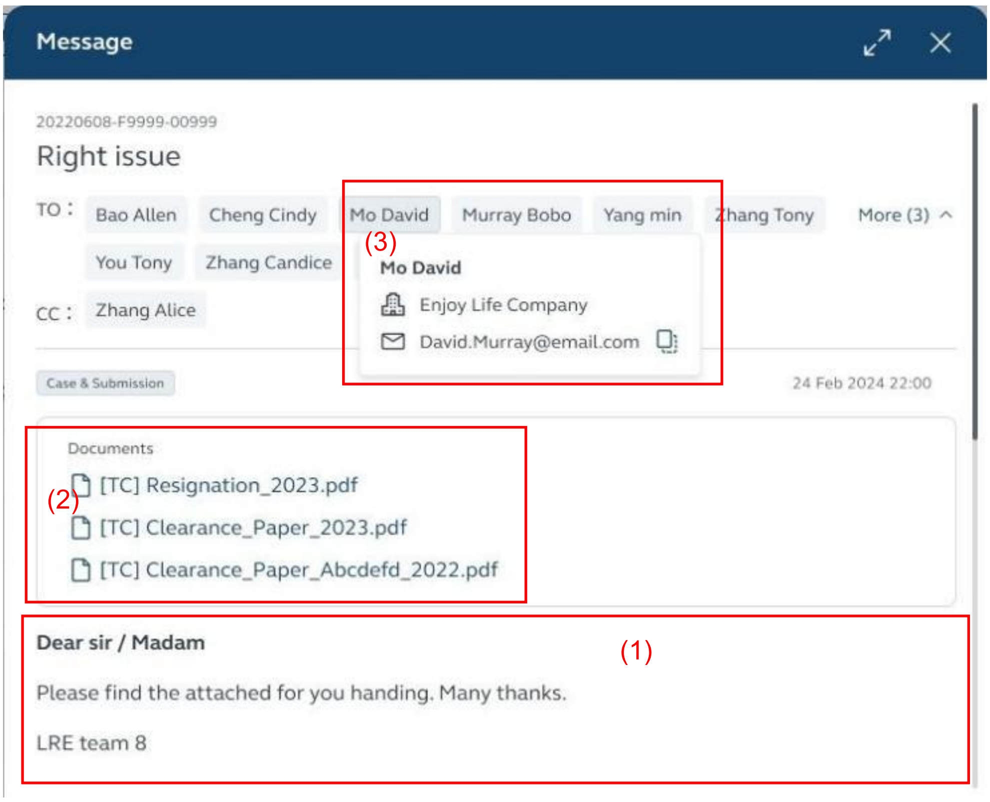
#### Correspondences from HKEX page

On the Overview tab page, click Communication history Communication history on the top. You will be navigated to the Correspondences from HKEX tab page.



1. You can view all the message(s) from HKEX related to the case. Message are organized by document type. You can also find the responsible team, submission deadline (if applicable) and the date and time of each correspondence. (Note: Since a message can contain multiple attached documents, different documents may lead users to the same message.)
2. On this page, you can:
   (1) Unfold / fold: by default, the documents are collapsed by types. Click the arrow, or the white space of the action item to expand or collapse the documents.
   (2) View message: click a record (except the document name) to view the message containing the document. The Message dialog will pop up. See details in Message dialog.
   (3) Download document: click the document name to download it.
   (4) Search : input in the search box to search documents by type or name.
   (5) Sort : click this button on each column to sort the documents.
   (6) Correspondences to HKEX : click it to navigate to A.2.4 Correspondences to HKEX.

### Message dialog




You can view details of the message on this dialog.

(1) Message: on the bottom of the dialog, you can check the message from HKEX.

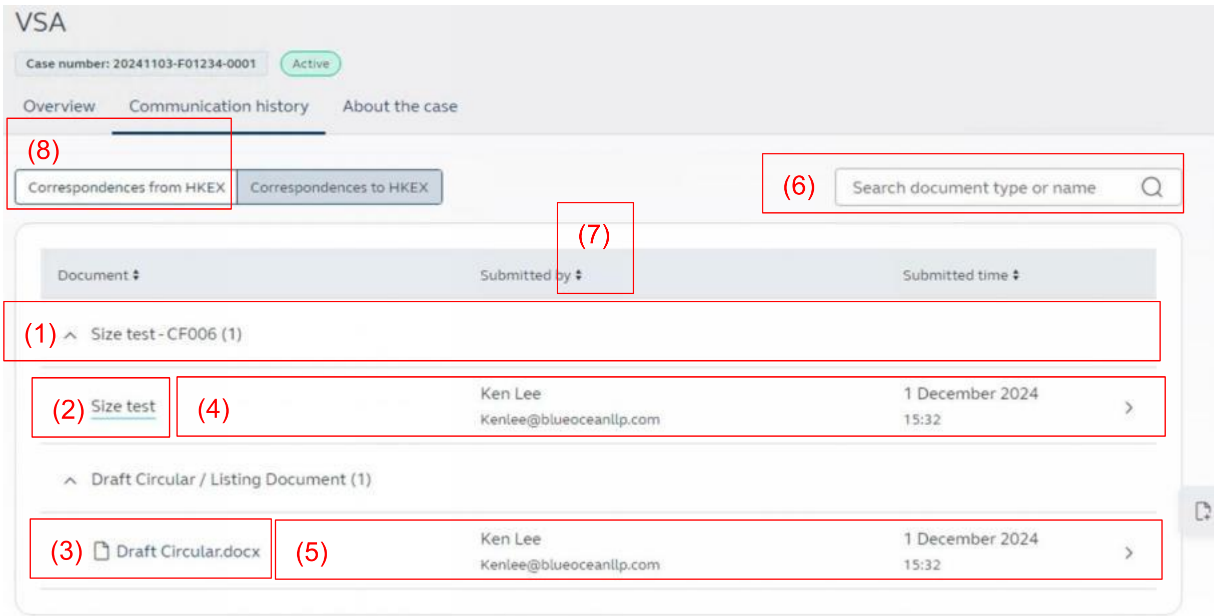
(2) Download document: in the middle of the dialog, click the document name to download it.

(3) Click on the personnel, its company and email address will pop-up.

### A.3.4 Correspondences to HKEX

#### Correspondences to HKEX page

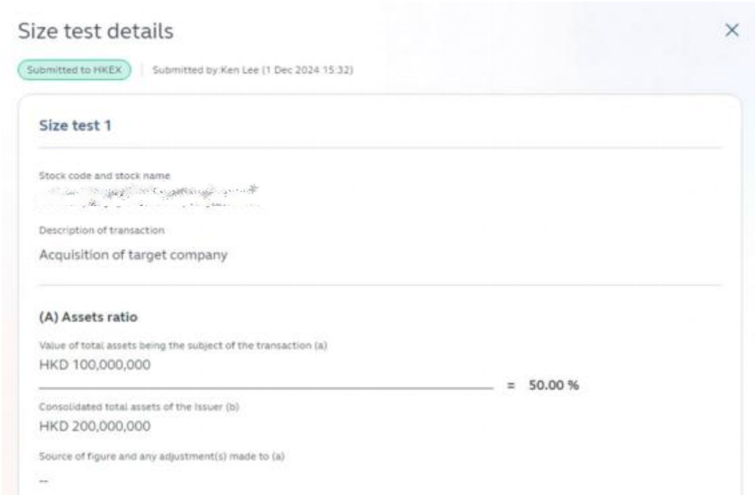
On Correspondences from HKEX tab page, click Correspondences to HKEX Correspondences to HKEX. You will be navigated to Correspondences to HKEX tab page.




1. You can view all action item(s) submitted for the case on this page.
2. On this page, you can:

   (1) Unfold / fold: in default, action item(s) are grouped by action item type or document type. The number in the bracket after the text shows the number of action items grouped under in this type. Click the arrow ˅, or the white space of the action item type to unfold / fold its details.

   (2) View action item details: click a Timetable submission / Trading arrangement form / Listing application (Form C1) / Listing application (Form C3) / Listing application (Form C3Z) / Size test / ISIN / Prospectus registration action item (except the action item name). A detail dialog will pop up as follows. You can view the details of the specific action item in the dialog.




(3) Download document: in the middle of the dialog, click the document name to download it.

(4) Click a record (except the action item name) to view the details of the case submission which contains the action item. For details, please refer to Submission details dialog below.

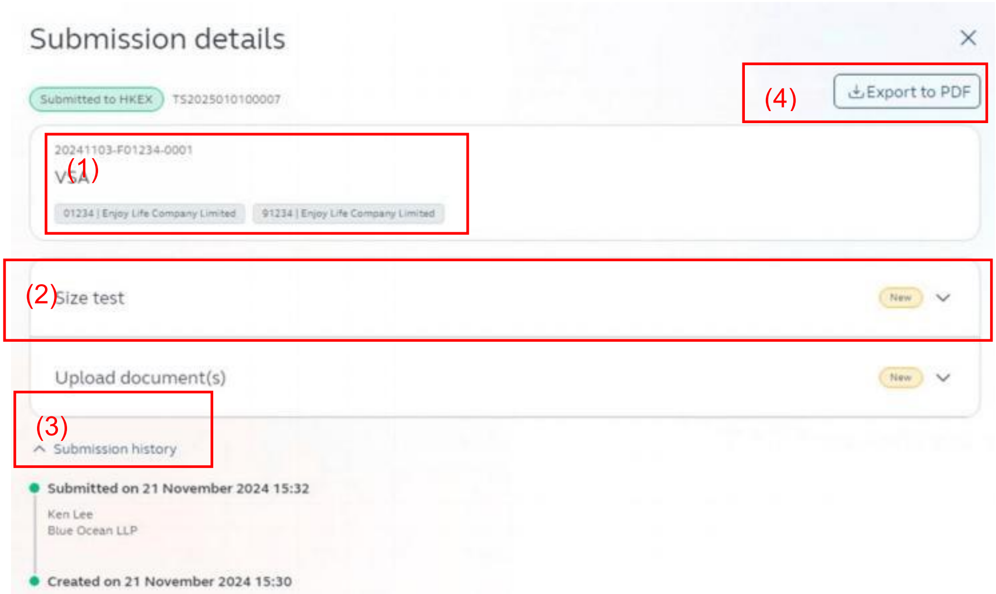
(5) Click a record (except the document name) to view the details of the case submission which contains the document. For details, please refer to Submission details dialog below.

(6) Search Search document type or name : input in the search function to search action items by document type or name.

(7) Sort : click this button on each column to sort the action items.

(8) Correspondences from HKEX Correspondences from HKEX : click it on the top of the page. You will be navigated to A.2.3 Correspondences from HKEX.

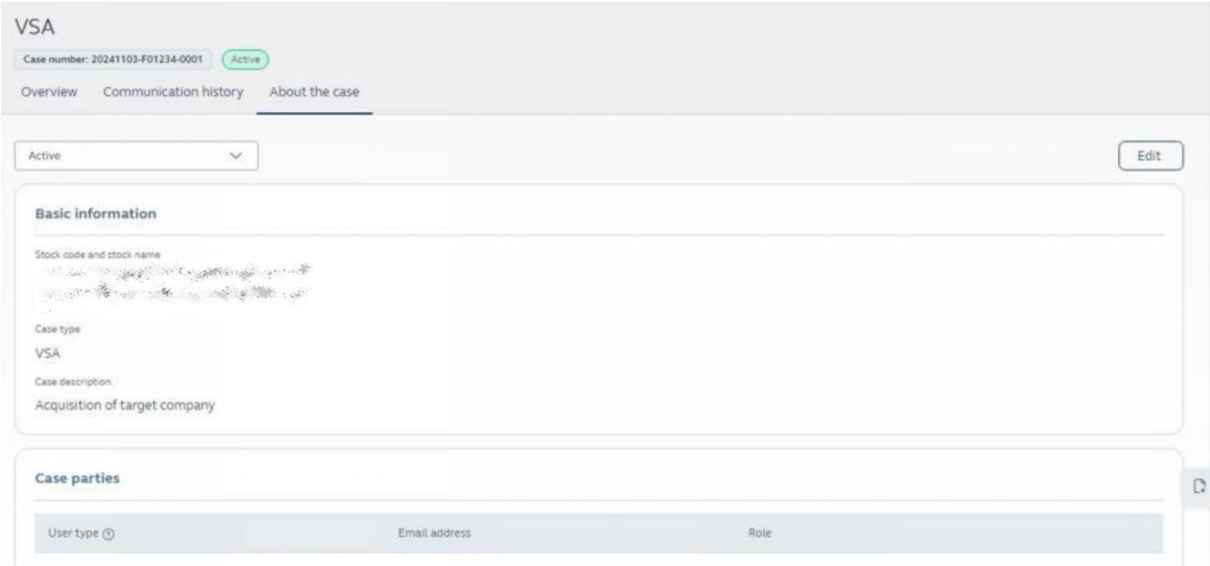
## Submission details dialog




1. You can view details of the case submission in this dialog.
   (1) Basic information: case number, case types, stock code(s) and stock name(s) are listed on the top of the page
   (2) Case action item(s) in the submission record are listed below, click the arrow, or the white space of the action item to unfold / fold details.
   (3) Submission history Submission history: click to unfold / fold.
   (4) Export to PDF Export to PDF: click to download this page as a PDF file.

### A.3.5 About the case

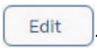
On the Overview page, click About the case About the case on the top to proceed to the About the case tab page.




1. You can view details of the case on About the case page, including “Basic information”, “Case parties” and “Case log”.
2. To ensure an effective and up-to-date management of the case portfolio, case owner / case member shall timely update the case status using the dropdown list 

on About the case page.

   After completion of the case, user can “Mark as closed” from the dropdown list, the case status will change to “Closed”. User can also select “Mark as junk” to change the case’s status to “Junk”. Please be reminded that issuer is allowed to alter the case status and reopen the case by selecting “Mark as active” and change the case status to “Active” at any point of time.

3. Click Edit 

to proceed to A.2 Edit a case. For details, please refer to section “A.2 Edit a case”.

### B. Case submission

1. The key steps of case submission are as follows:

   Step 1. Make submission under action item(s): make submission towards specific action item(s). For details, please refer to section “B.1 Meke submission under action item(s)”.

   Step 2. Review and submit case submission: review the information you input and submit the case submission. For details, please refer to section “B.2 Review and submit a case submission”.

   Step 3. Approve or reject case submission: for case submission which has designated an approver, the approver should approve or reject the case submission. For details, please refer to section “B.3 Approve or reject a case submission”.

2. To perform the above steps, you must be the case owner or case member in the case parties.

3. Badges below indicate the status of action item:

You can view the status of each action item on Overview page of the case:

(1) Yellow clock will be marked near the newly created / edited action item on the Overview page.

(2) Green tick icon will be marked near the action item which has been submitted to HKEX.

(3) Locked icon: if an action item has been submitted in a submission, but the case submission status is "Pending approval", the action item will be locked to avoid duplicate modifications.

4. Badges below indicate the status of case submission:

In 5.4 Submission summary, you can view submission status of all case submissions.

(1) Yellow clock will be marked near the case submission of the following status:

1) Saved Saved: the submission has been saved as draft but not yet submitted, or the case submission has been rejected by the approver.

2) Pending approval Pending approval (applicable to case submission which has designated an approver): the case submission has been submitted but yet approved/rejected by the approver.

(2) Green tick icon will be marked near the case submission of the following status:

1) Submitted to HKEX Submitted to HKEX :the submissions have been successfully submitted to HKEX.

## B.1 Make submission under action item(s)

Use functions in this section to create new action item(s), or edit / remove existing action item(s) which include:

| Action item | Create new action item | Edit the action item | Remove the action item | Discard changes to the action item |
|---|---|---|---|---|
| Timetable | Yes | Yes | No | Yes |
| Trading arrangement | Yes | Yes | No | Yes |
| Listing application (Form C1) | Yes | Yes | Yes | Yes |
| Listing application (Form C3) | Yes | Yes | Yes | Yes |
| Listing application (Form C3Z) | Yes | Yes | Yes | Yes |
| Size test | Yes | Yes | No | Yes |
| ISIN | Yes | Yes | No | Yes |
| Prospectus registration date | Yes | Yes | No | Yes |
| Upload document(s) | Yes | Yes | No | Yes |

The action item(s) you can create changes to is related to the listing information type(s) of the issuer(s) in the case, as follows:

| Action item | HKEX issuer | Investment issuer | ETP issuer | REITs issuer | All equity issuers excluding HKEX issuer, investment issuer, ETP issuer and REITs issuer |
|---|---|---|---|---|---|
| Timetable | N | Y | Y | Y | Y |
| Trading arrangement form | N | Y | Y | Y | Y |
| Listing application (Form C1) | N | N | N | N | Y |
| Listing application (Form C3) | N | N | Y | Y | N |
| Listing application (Form C3Z) | N | Y | Y | N | N |
| Size test | N | Y | N | Y | Y (except secondary listed issuer) |
| ISIN | N | Y | Y | Y | Y |
| Prospectus registration | N | Y | N | Y | Y |
| Upload document(s) | N | Y | Y | Y | Y |

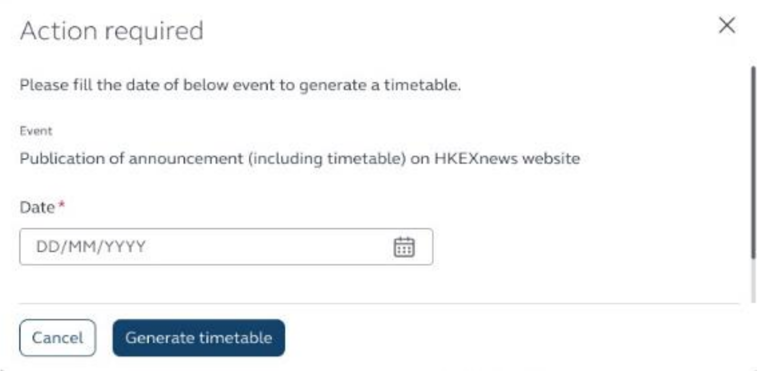
### B.1.1 Timetable

#### B.1.1.1 Create new timetable

**Action required dialog**

In the Overview page of the case, click ... ··· next to “Timetable”, then click New New:

1. If there is timetable template is available based on the information of the case, the Action required dialog will pop up.



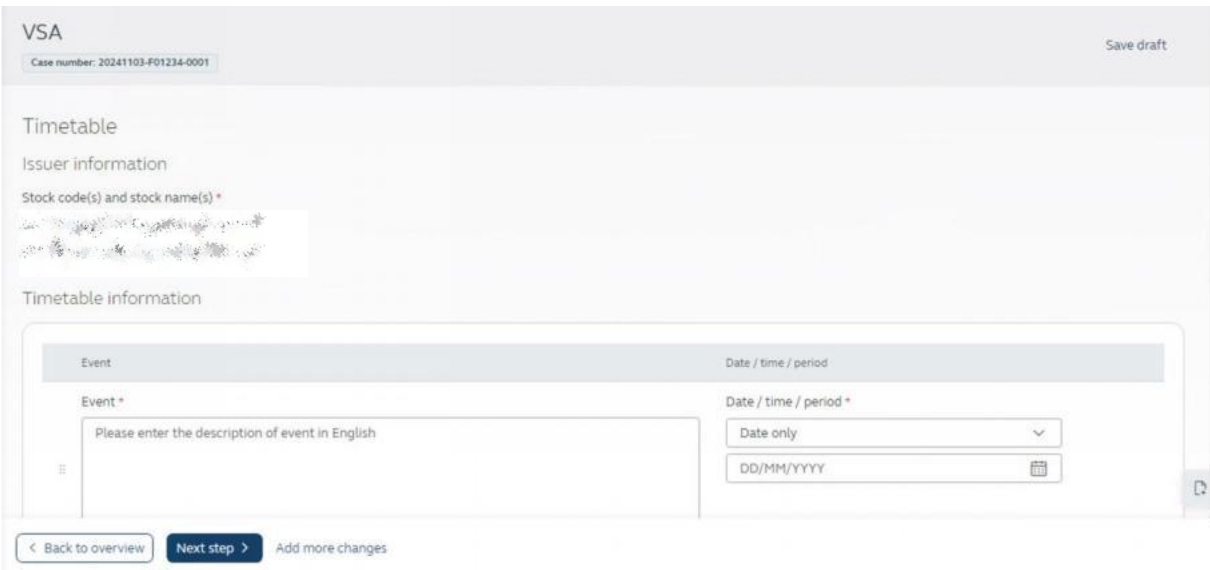

(1) In the dialog, input the proposed date of announcement.

(2) Click Generate timetable 

, the system will automatically generate the timetable event(s), and you will be navigated to the Timetable page.

2. If the timetable template is not available based on the information of the case, you will be navigated to the Timetable page.

### Timetable page




On the Timetable page, you can view the system generate event(s) (if any) and can edit / remove the event(s), or add more events.

1. Fill in the necessary information. Mandatory information is marked with an asterisk "*":

(1) In the "Issuer information" section: select the stock code and stock name of the issuer(s) you would like to submit the timetable for.

(2) In the “Timetable information” section, you can:

1) set the date/ time/ period for each event

2) click Add more Add more at the bottom of the timetable to add new event(s)

3) click Remove Remove to remove not applicable event

4) use the ⠿ icon to change the order of event(s)

5) input “Remarks”

2. Once completed, click Next step > Next step >, you will be navigated to Pending submission page to review and submit the case submission. For details, please refer to section “B.2 Review and submit a case submission”.

3. If you do not want to proceed for now,

(1) Click Save draft Save draft to save the current timetable as draft;

(2) Click < Back to overview < Back to overview to return to the Overview page; or

(3) Click Add more changes Add more changes if you want to submit more than one action item(s) together in one case submission. The current timetable will be saved as draft. You will be navigated back to the Overview page to create changes to other action item(s). A Clock icon will be displayed next to the saved timetable.

### B.1.1.2 Edit timetable

In the Overview page of the case, click ... ••• next to “Timetable”, then click Edit Edit. You will be navigated to the Timetable page. For details, please refer to B.1.1.1 Create new timetable.

### B.1.1.3 Discard changes to timetable

In the Overview page of the case, click ... ••• next to “Timetable”, then click Discard changes Discard changes. The Discard changes confirmation dialog will pop up. Click Confirm Confirm in the dialog to restore to the original timetable.

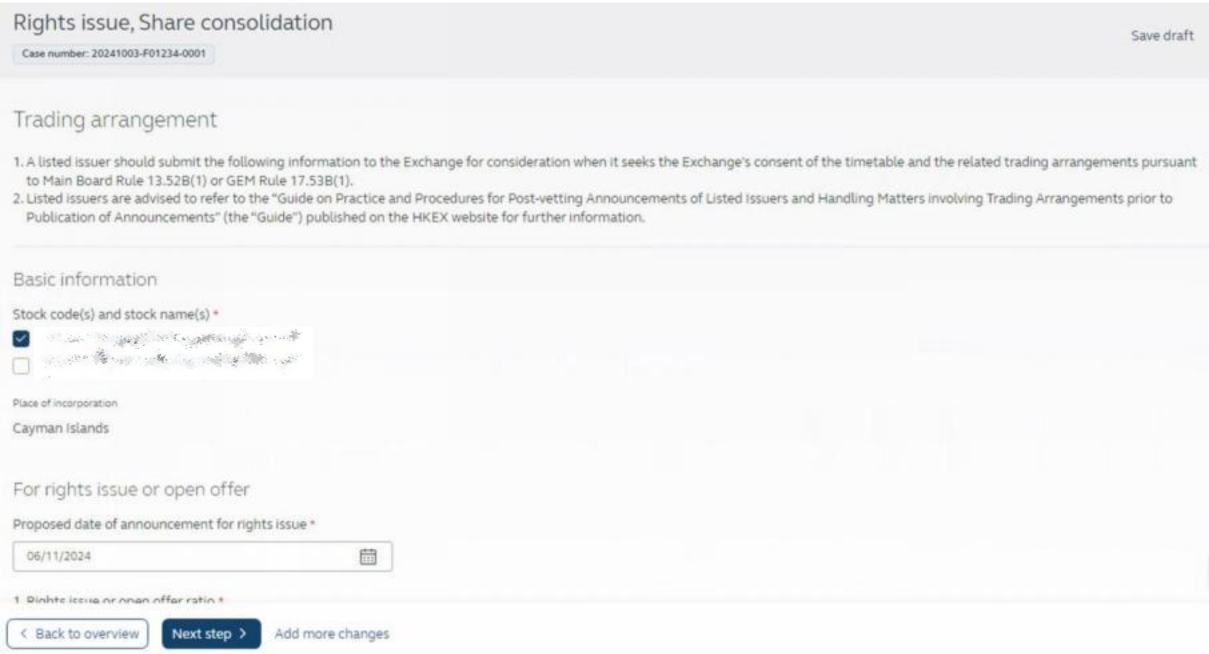
### B.1.2 Trading arrangement form

### B.1.2.1 Create new trading arrangement form

In the Overview page of the case, click ... ••• next to “Trading arrangement form”, then click New New.

You will be navigated to the Trading arrangement form page.

#### Trading arrangement form page




On the Trading arrangement form page, you can view the trading arrangement section(s) applicable for the case type(s) of the case.

1. Fill in the necessary information. Mandatory information is marked with an asterisk “*”:

(1) In the “Basic information” section: select the stock code and stock name of the issuer(s) you would like to submit the trading arrangement form for.

(2) Below the “Basic information” section are trading arrangement form(s) you need to fill in. The trading arrangement form(s) is related to the case type(s) of the case, as follows.

| Case type | Trading arrangement form you need to fill in |
|---|---|
| Change in board lot | For change of board lot size |
| Change of company name | For change of company name |
| Open offer | For right issue or open offer |
| Privatisation/Withdrawal of listing of shares | For withdrawal of listing |
| Rights issue | For rights issue or open offer |

| Case type | Trading arrangement form you need to fill in |
|---|---|
| Share consolidation | For share consolidation |
| Share subdivision | For share subdivision |
| Withdrawal of listing of warrant | For withdrawal of listing of warrant |
| Listing of warrants / preference shares | For new listing of warrant / preference share |
| Addition of a new currency | For addition of a new currency |

Only when the case includes at least one case type listed in the above table will you be able to create a new trading arrangement form. In addition to the specific trading arrangement form listed above, you should also fill in information in the “For all corporate actions” section.

2. Once completed, click Next step > Next step >. You will be navigated to Pending submission page to review and submit the case submission. For details, please refer to section “B.2 Review and submit a case submission”.

3. If you do not want to proceed for now,

   (1) Click Save draft Save draft to save the current trading arrangement form as draft;

   (2) Click < Back to overview < Back to overview to return to the Overview page; or

   (3) Click Add more changes Add more changes if you want to submit more than one action item(s) together in one case submission. The current trading arrangement form will be saved as draft. You will be navigated back to the Overview page to create changes to other action item(s). A Clock icon will be displayed next to the saved trading arrangement form.

### B.1.2.2 Edit trading arrangement form

In the Overview page of the case, click ... ••• next to “Trading arrangement form”, then click Edit Edit. You will be navigated to the Trading arrangement form page. For details, please refer to B.1.2.1 Create new trading arrangement form.

### B.1.2.3 Discard changes to trading arrangement form

In the Overview page of the case, click ... ••• next to “Trading arrangement form”, then click Discard changes Discard changes, the Discard changes confirmation dialog will pop up. Click Confirm Confirm in the dialog to restore to the original trading arrangement form.

### B.1.3 Listing application (Form C1)

### B.1.3.1 Create new listing application (Form C1)

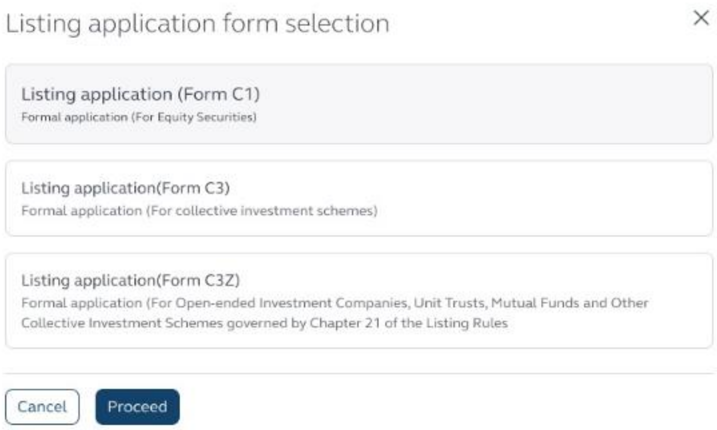
#### Listing application form selection dialog

There are 3 types of listing application: Form C1, Form C3 and Form C3Z. The applicable listing application for each issuer type is as below.

| Issuer type | Applicable listing application |
|---|---|
| Equity issuer | Form C1 |
| Investment issuer | Form C3Z |
| ETP issuer | Form C3, Form C3Z |
| REITs issuer | Form C3 |

In the Overview page of the case, click ... ••• next to “Listing application”, then click New New.

1. If there are multiple listing application forms applicable based on the information of the case, the Listing application form selection dialog will pop up.



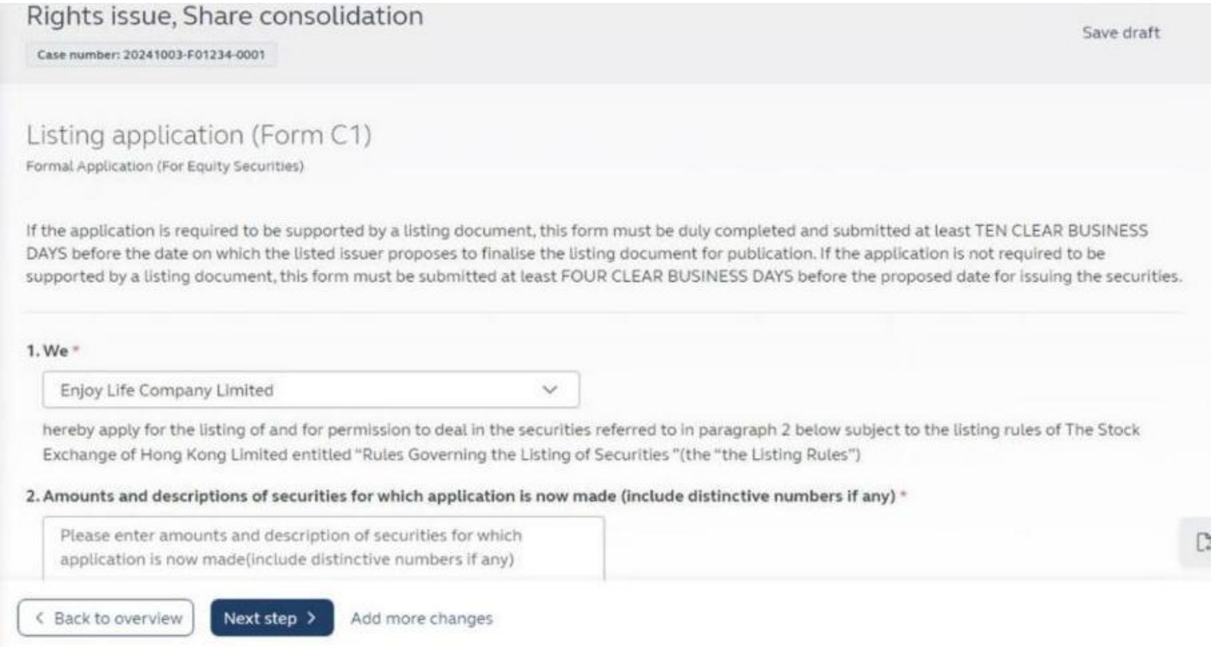

(1) Select Listing application (Form C1), then click Proceed Proceed, you will be navigated to the Listing application (Form C1) page.

(2) Select Listing application (Form C3), then click Proceed Proceed, you will be navigated to the Listing application (Form C3) page.

(3) Select Listing application (Form C3Z), then click Proceed Proceed, you will be navigated to the Listing application (Form C3Z) page.

2. If only listing application (Form C1) is applicable based on the information of the case, you will be navigated to the listing application (Form C1) page.
3. If only listing application (Form C3) is applicable based on the information of the case, you will be navigated to the listing application (Form C3) page.
4. If only listing application (Form C3Z) is applicable based on the information of the case, you will be navigated to the listing application (Form C3Z) page.

### Listing application (Form C1) page




1. On the listing application (Form C1) page, fill in the necessary information. Mandatory information is marked with an asterisk "*".

2. Once completed, click Next step > Next step >, you will be navigated to Pending submission page to review and submit the case submission. For details, please refer to section "B.2 Review and submit a case submission".

3. If you do not want to proceed for now,

   (1) Click Save draft Save draft to save the current listing application (Form C1) as draft;

   (2) Click < Back to overview < Back to overview to return to the Overview page; or

   (3) Click Add more changes Add more changes if you want to submit more than one action item(s) together in one case submission. The current listing application (Form C1) will be saved as draft. You will be navigated back to the Overview page to create changes to other action item(s). A Clock icon will be displayed next to the saved listing application (Form C1).

### B.1.3.2 Edit listing application (Form C1)

In the Overview page of the case, click ... ··· next to "Listing application (Form C1)", then click Edit Edit. You will be navigated to the Listing application (Form C1) page. For details, please refer to B.1.3.1 Create new listing application (Form C1).

### B.1.3.3 Remove listing application (Form C1)

In the Overview page of the case, click ... ··· next to "Listing application (Form C1)", then click Remove Remove, the Remove confirmation dialog will pop up. Click Confirm Confirm in the dialog to remove the listing application (Form C1).

### B.1.3.4 Discard changes to listing application (Form C1)

In the Overview page of the case, click ... ··· next to "Listing application (Form C1)", then click Discard changes Discard changes. The Discard changes confirmation dialog will pop up. Click Confirm Confirm in the dialog to restore to the original listing application (Form C1).

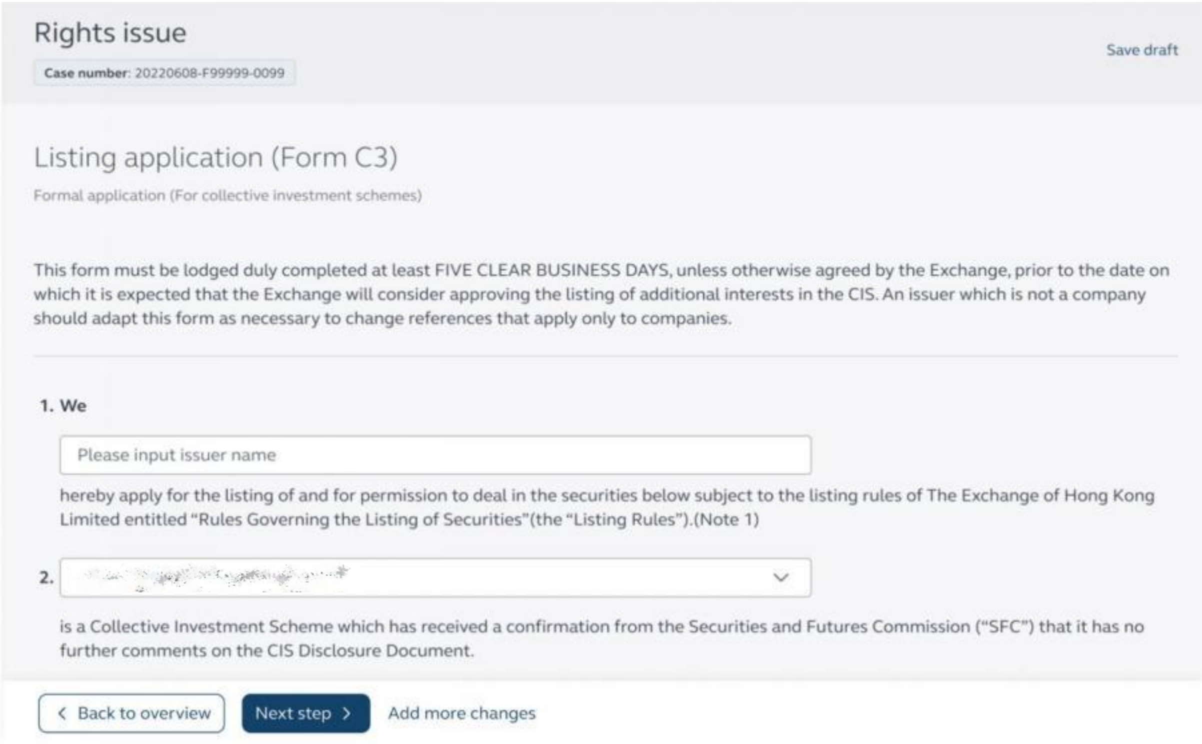
## B.1.4 Listing application (Form C3)

### B.1.4.1 Create new listing application (Form C3)

#### Listing application form selection dialog

Please refer to section "B.1.3.1 Create new listing application (Form C1)".

## Listing application (Form C3) page

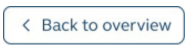



1. Fill in the necessary information. Mandatory information is marked with an asterisk "*":

2. Once completed, click Next step > . You will be navigated to Pending submission page to review and submit the case submission. For details, please refer to section "B.2 Review and submit a case submission".

3. If you do not want to proceed for now,

   (1) Click Save draft  to save the current listing application (Form C3) as draft;

   (2) Click < Back to overview  to return to the Overview page; or

   (3) Click Add more changes  if you want to submit more than one action item(s) together in one case submission. The current listing application (Form C3) will be saved as draft. You will be navigated back to the Overview page to create changes to other action item(s). A Clock  icon will be displayed next to the saved listing application (Form C3).

### B.1.4.2 Edit listing application (Form C3)

In the Overview page of the case, click ... ··· next to "Listing application (Form C3)", then click Edit Edit. You will be navigated to the Listing application (Form C3) page. For details, please refer to B.1.4.1 Create new listing application (Form C3).

### B.1.4.3 Remove listing application (Form C3)

In the Overview page of the case, click ... ··· next to "Listing application (Form C3)", then click Remove Remove. The Remove confirmation dialog will pop up. Click Confirm Confirm in the dialog to remove the listing application (Form C3).

### B.1.4.4 Discard changes to listing application (Form C3)

In the Overview page of the case, click ... ··· next to "Listing application (Form C3)", then click Discard changes Discard changes. The Discard changes confirmation dialog will pop up. Click Confirm Confirm in the dialog to restore to the original listing application (Form C3).

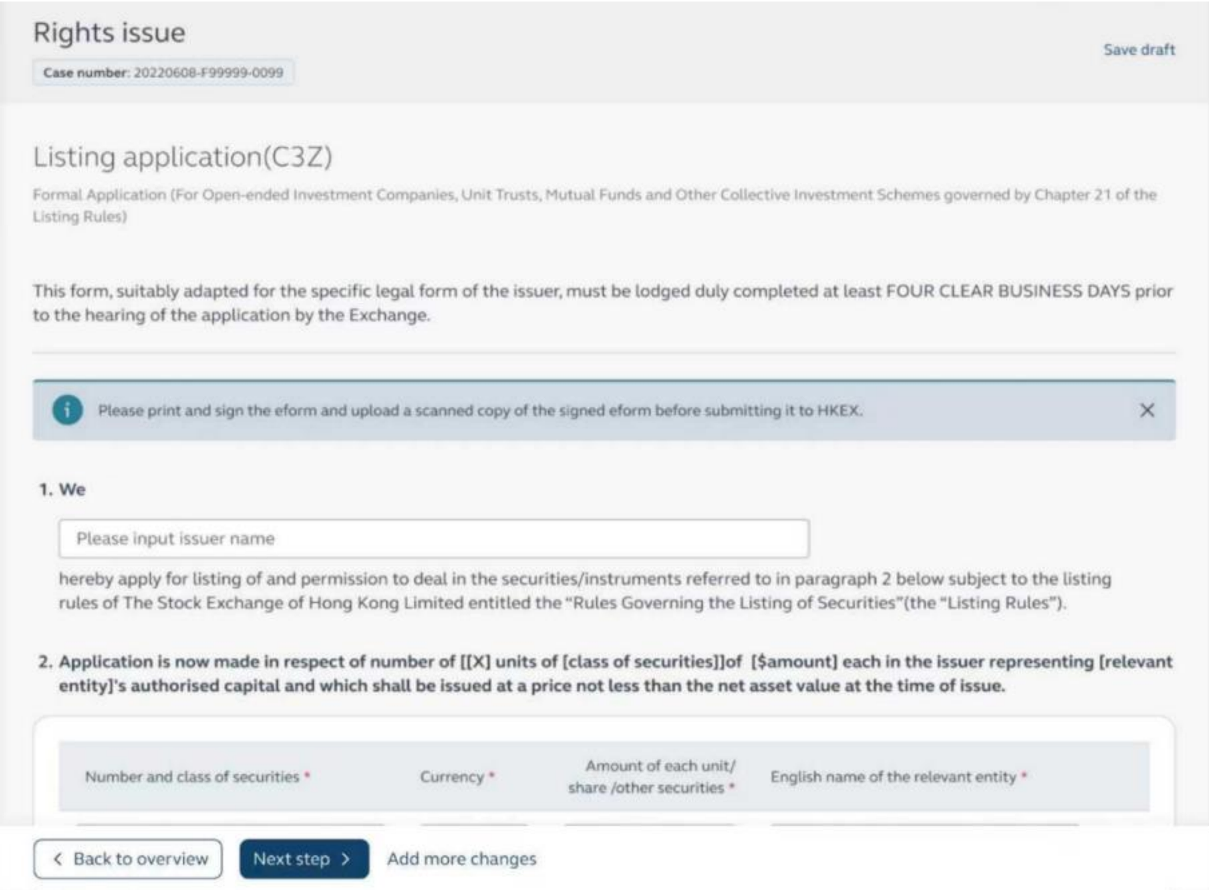
### B.1.5 Listing application (Form C3Z)

### B.1.5.1 Create new listing application (Form C3Z)

#### Listing application form selection dialog

Please refer to section “B.1.3.1 Create new listing application (Form C1)”.

#### Listing application (Form C3Z) page




1. Fill in the necessary information. Mandatory information is marked with an asterisk “*”:

2. Once completed, click Next step > 

. You will be navigated to Pending submission page to review and submit the case submission. For further details, please refer to section “B.2 Review and submit a case submission”.

3. If you do not want to proceed for now,

   (1) Click Save draft 

 to save the current listing application (Form C3Z) as draft; or

   (2) Click < Back to overview 

 to return to the Overview page.

(3) Click Add more changes Add more changes if you want to submit more than one action item(s) together in one case submission. The current listing application (Form C3Z) will be saved as draft. You will be navigated back to the Overview page to create changes to other action item(s). A Clock icon will be displayed next to the saved listing application (Form C3Z).

### B.1.5.2 Edit listing application (Form C3Z)

In the Overview page of the case, click ... ··· next to "Listing application (Form C3Z)", then click Edit Edit. You will be navigated to the Listing application (Form C3Z) page. For details, please refer to B.1.4.1 Create new listing application (Form C3Z).

### B.1.5.3 Remove listing application (Form C3Z)

In the Overview page of the case, click ... ··· next to "Listing application (Form C3Z)", then click Remove Remove. The Remove confirmation dialog will pop up. Click Confirm Confirm in the dialog to remove the listing application (Form C3Z).

### B.1.5.4 Discard changes to listing application (Form C3Z)

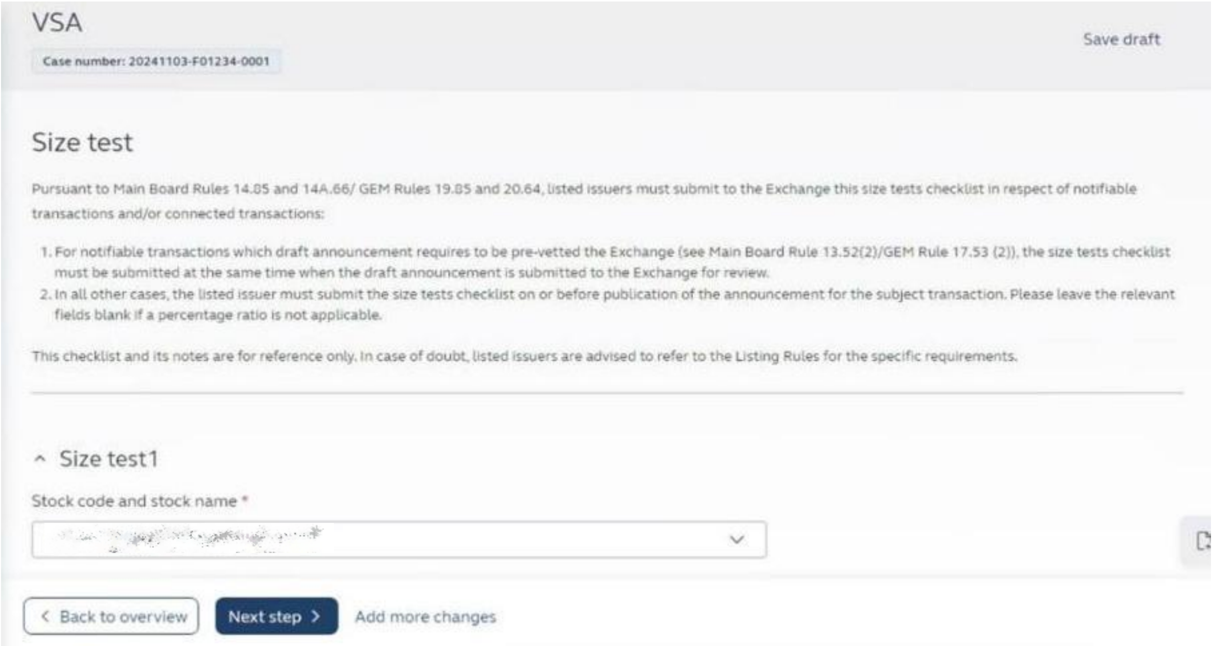
In the Overview page of the case, click ... ··· next to "Listing application (Form C3Z)", then click Discard changes Discard changes. The Discard changes confirmation dialog will pop up. Click Confirm Confirm in the dialog to restore to the original listing application (Form C3Z)

## B.1.6 Size test

### B.1.6.1 Create new size test

In the Overview page of the case, click ... ··· next to "size test", then click New New. You will be navigated to the Size test page.

## Size test page




1. On the Size test page, fill in the necessary information. Mandatory information is marked with an asterisk "*".
2. For each size test:
   (1) select the stock code and stock name of related issuer from the drop-down list.
   (2) provide a description of the case in the "Description of case" box.
   (3) in each ratio section:
      1) select the currency and unit of measure for each percentage ratio and fill in the figures used as the denominator and numerator for each percentage ratio. The percentage ratio will be calculated automatically.
      2) state the sources of each figure and any adjustments made in the comment boxes.
      3) leave the boxes blank if a percentage ratio is not applicable.
      4) if proposing an alternative size test, click Alternative size test to percentage ratio ⊕ Alternative asset ratio size test, provide a description and repeat steps 1) and 2).
3. To submit additional size test(s) for the same case, click Add size test ⊕ Add size test at the bottom of the page and repeat step 2.

4. Once completed, click Next step > . You will be navigated to Pending submission page to review and submit the case submission. For further details, please refer to section "B.2 Review and submit a case submission".

5. If you do not want to proceed for now,

   (1) Click Save draft to save the current size test as draft;

   (2) Click < Back to overview to return to the Overview page ; or

   (3) Click Add more changes if you want to submit more than one action item(s) together in one case submission. The current size test will be saved as draft. You will be navigated back to the Overview page to create changes to other action item(s). A Clock icon will be displayed next to the saved size test.

#### B.1.6.2 Edit size test

In the Overview page of the case, click ... next to "Size test", then click Edit . You will be navigated to the Size test page. For details, please refer to B.1.2.1 Create new size test.

#### B.1.6.3 Discard changes to size test

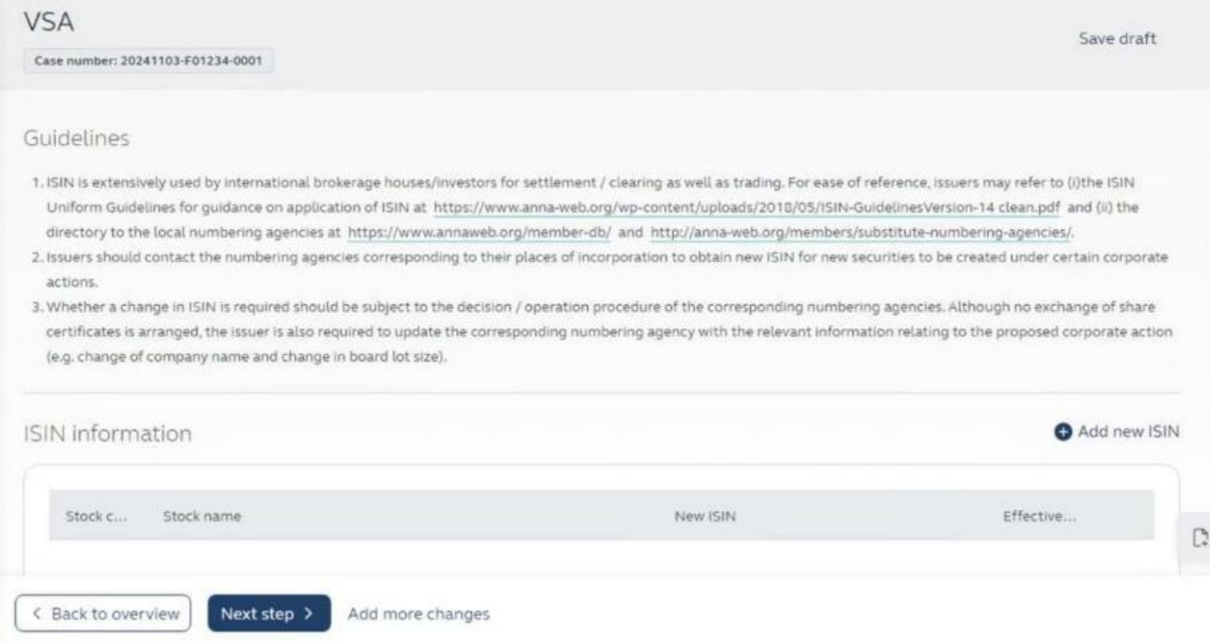
In the Overview page of the case, click ... next to "Size test", then click Discard changes . The Discard changes confirmation dialog will pop up. Click Confirm in the dialog to restore to the original size test.

### B.1.7 ISIN

#### B.1.7.1 Create new ISIN

In the Overview page of the case, click ... next to "ISIN", then click New . You will be navigated to the ISIN page.

## ISIN page




1. On the ISIN page, fill in the necessary information. Mandatory information is marked with an asterisk “*”.

2. In the “ISIN information” table, click + Add new ISIN Add new ISIN. The Add ISIN dialog will pop up:

   (1) select the stock code and stock name of related issuer.

   (2) fill in the new ISIN number, select the reason for change and effective date of the new ISIN number.

   (3) fill in any remarks in the “Remarks” box.

   (4) Once completed, click Confirm Confirm to add the ISIN information. To edit /remove the record, click ... •••, then click Edit Edit / Remove Remove. Relevant dialog will pop up for you to edit or remove the record.

3. Once completed, click Next step > Next step >. You will be navigated to Pending submission page to review and submit the case submission. For details, please refer to section “B.2 Review and submit a case submission”.

4. If you do not want to proceed for now,

   (1) Click Save draft Save draft to save the current ISIN as draft;

   (2) Click < Back to overview < Back to overview to return to the Overview page; or

(3) Click Add more changes Add more changes if you want to submit more than one action item(s) together in one case submission. The current ISIN will be saved as draft. You will be navigated back to the Overview page to create changes to other action item(s). A Clock icon will be displayed next to the saved ISIN.

### B.1.7.2 Edit ISIN

In the Overview page of the case, click ... ··· next to "ISIN", then click Edit Edit. You will be navigated to the ISIN page. For details, please refer to B.1.7.1 Create new ISIN.

### B.1.7.3 Discard changes tow ISIN

In the Overview page of the case, click ... ··· next to "ISIN", then click Discard changes Discard changes.

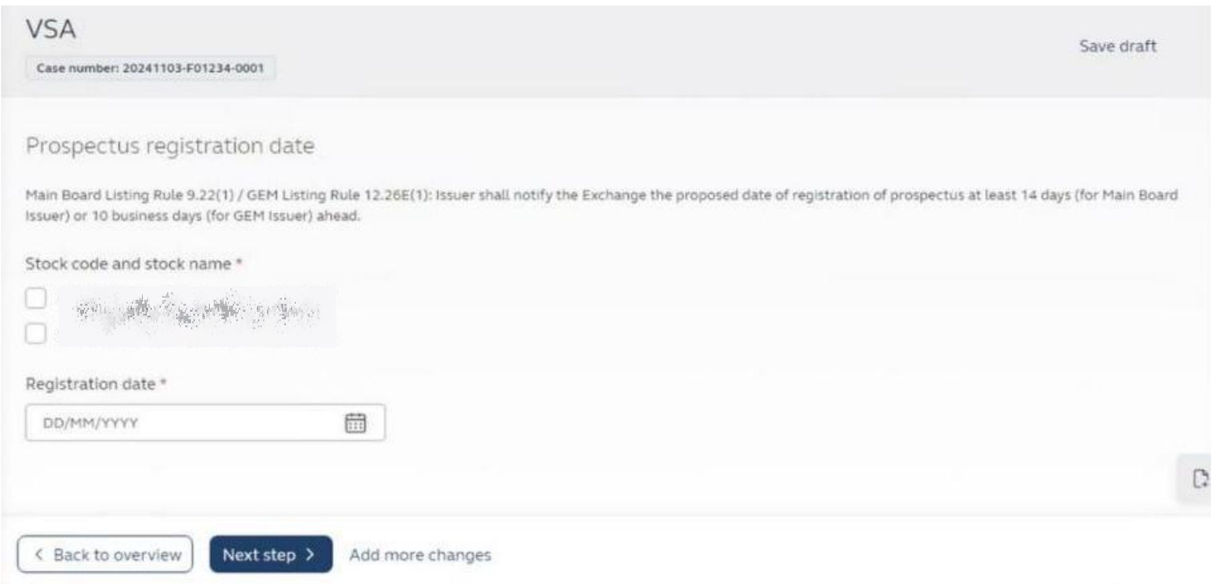
The Discard changes confirmation dialog will pop up. Click Confirm Confirm in the dialog to restore to the original ISIN.

## B.1.8 Prospectus registration date

### B.1.8.1 Create new prospectus registration date

In the Overview page of the case, click ... ··· next to "Prospectus registration date", then click New New. You will be navigated to the prospectus registration date page.

**Prospectus registration date page**



1. On the Prospectus registration date page, select the stock code and stock name of related issuer(s) and choose the registration date

2. Once completed, click Next step > Next step >. You will be navigated to Pending submission page to review and submit the case submission. For details, please refer to section "B.2 Review and submit a case submission".

3. If you do not want to proceed for now,

   (1) Click Save draft Save draft to save the current prospectus registration date as draft;

   (2) Click < Back to overview < Back to overview to return to the Overview page; or

   (3) Click Add more changes Add more changes if you want to submit more than one action item(s) together in one case submission. The current prospectus registration date will be saved as draft. You will be navigated back to the Overview page to create changes to other action item(s). A Clock icon will be displayed next to the saved prospectus registration date.

### B.1.8.2 Edit prospectus registration date

In the Overview page of the case, click ... ··· next to "Prospectus registration date", then click Edit Edit. You will be navigated to the Prospectus registration date page. For details, please refer to B.1.2.1 Create new prospectus registration date.

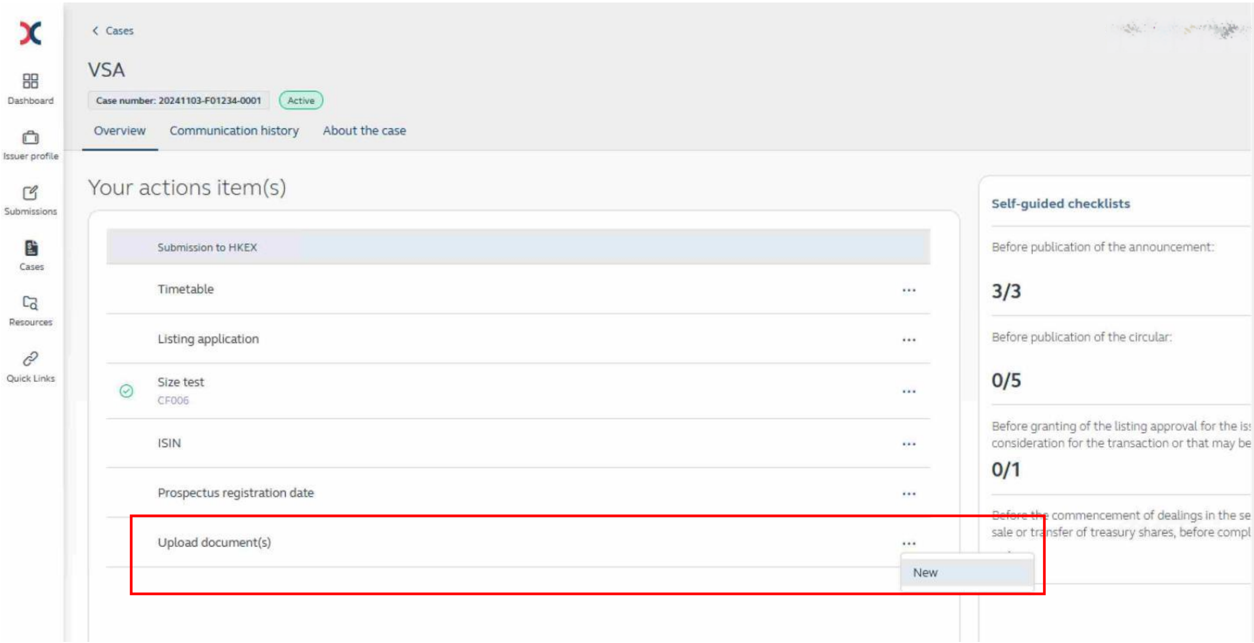
### B.1.8.3 Discard changes to prospectus registration date

In the Overview page of the case, click ... ··· next to "Prospectus registration date", then click Discard changes Discard changes. The Discard changes confirmation dialog will pop up. Click Confirm Confirm in the dialog to restore to the original prospectus registration date.

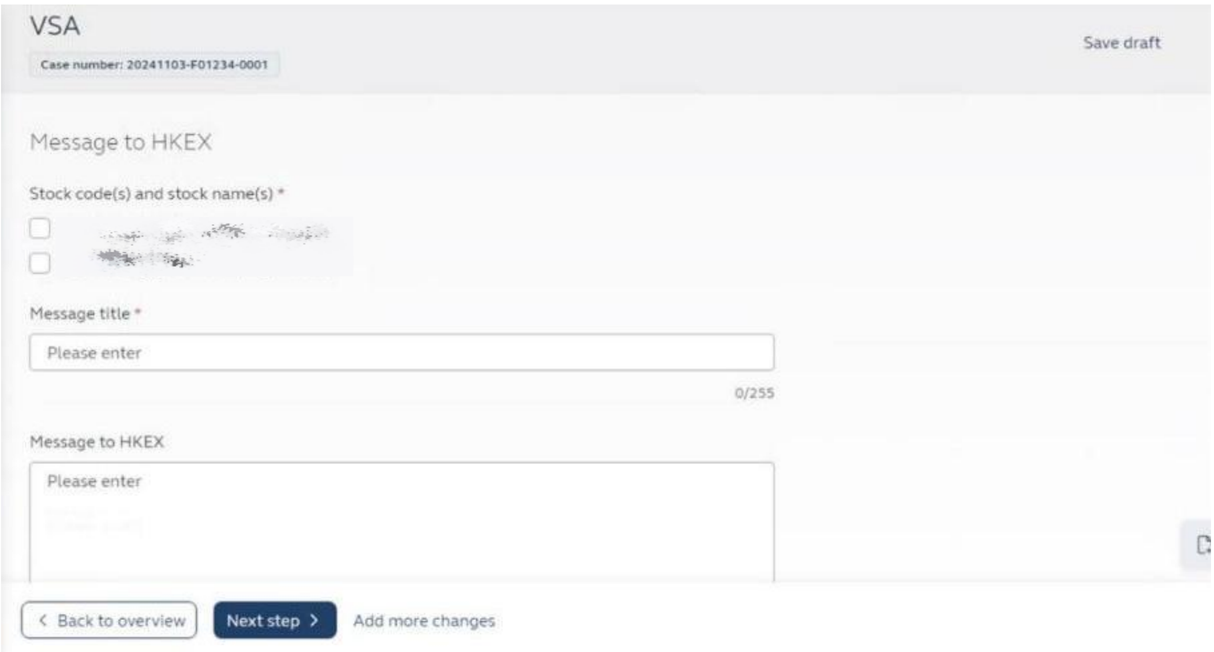
## B.1.9 Upload document(s)

### B.1.9.1 Create new upload document(s)

In the Overview page of the case, click ... ··· next to "upload document(s)", then click New New. You will be navigated to the Message to HKEX page.




## Message to HKEX page




1. On the Message to HKEX page:

   (1) select the stock code and stock name of related issuer(s) which you would like to make the submission for.

   (2) provide details in the “Message title” and “Message to HKEX” boxes.

   (3) submit any supporting documents (including any prospectus, circular, reply and checklists) to the Exchange by clicking Upload files [Upload files] to select and upload the attachment(s).

2. Once completed, click Next step > . You will be navigated to the Pending submission page to review and submit the case submission. For details, please refer to section “B.2 Review and submit a case submission”.

3. If you do not want to proceed for now,

   (1) Click Save draft to save the current upload document(s) as draft;

   (2) Click < Back to overview to return to the Overview page; or

   (3) Click Add more changes if you want to submit more than one action item(s) together in one case submission. The current upload document(s) will be saved as draft. You will be navigated back to the Overview page to create changes to other action item(s). A Clock icon will be displayed next to the saved upload document(s).

### B.1.9.2 Edit upload document(s)

In the Overview page of the case, click ... next to “Upload document(s)”, then click Edit . You will be navigated to the Message to HKEX page. For details, please refer to B.1.2.1 Create new upload document(s).

### B.1.9.3 Discard changes to upload document(s)

In the Overview page of the case, click ... next to “upload document(s)”, then click Discard changes . The Discard changes confirmation dialog will pop up. Click Confirm in the dialog to restore to the original upload document(s).

## B.2 Review and submit a case submission

On any of the following pages, click Next step > to navigate to Pending submission page:

Overview page

Timetable page

Trading arrangement form page

Listing application (Form C1) page

Listing application (Form C3) page

Listing application (Form C3Z) page

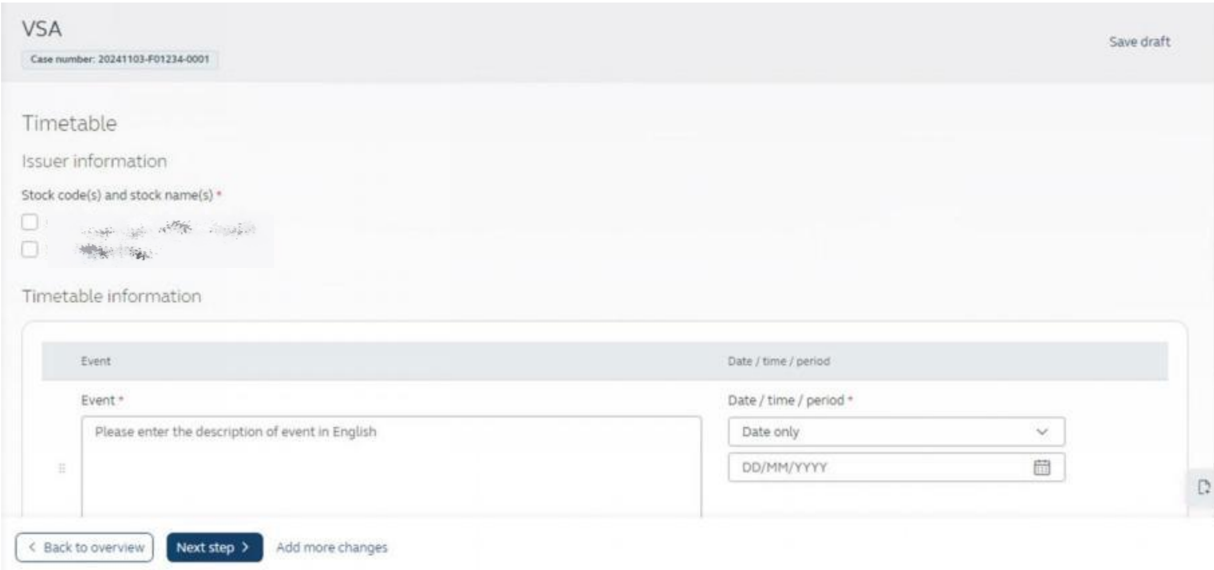
Size test page

ISIN page

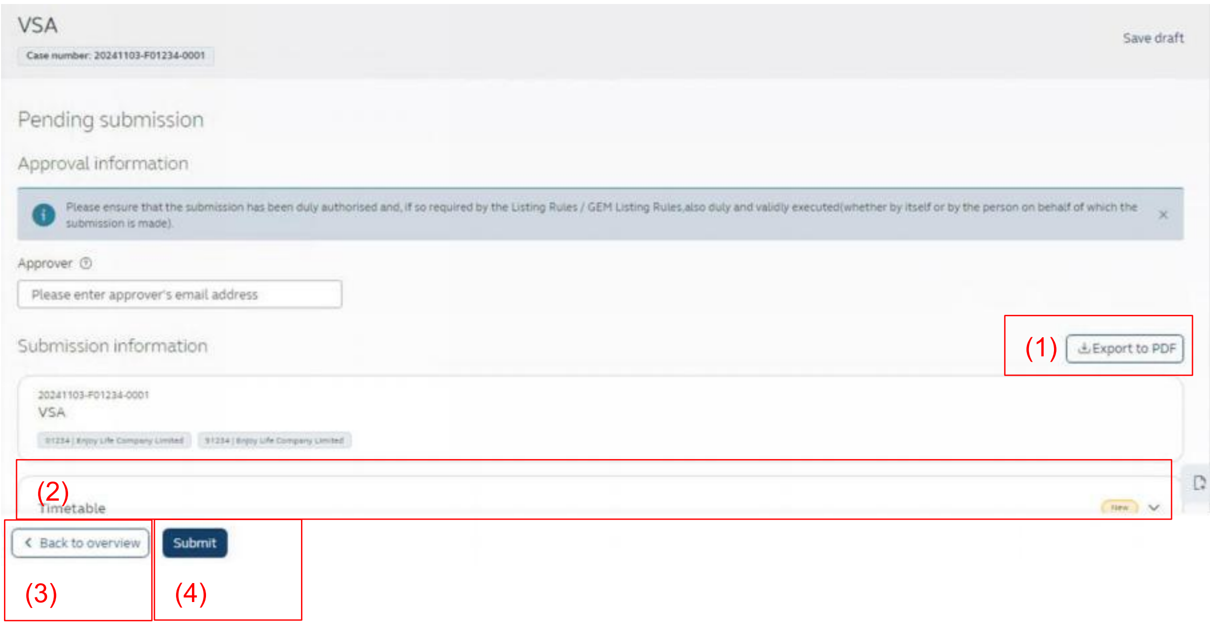
Prospectus registration date page

Message to HKEX page

Here take Timetable page as an example




## Pending submission page




You can review the action item(s) which you have created changes to on this page, and designate an approver for the case submission by inputting the email address of the user in the “Approval information” section if necessary. Only case owner or case member of the case can be designated.

The approval process is optional, except for the submission of listing applications, which requires approval.

(1) Click Export to PDF to download this page as a PDF file.

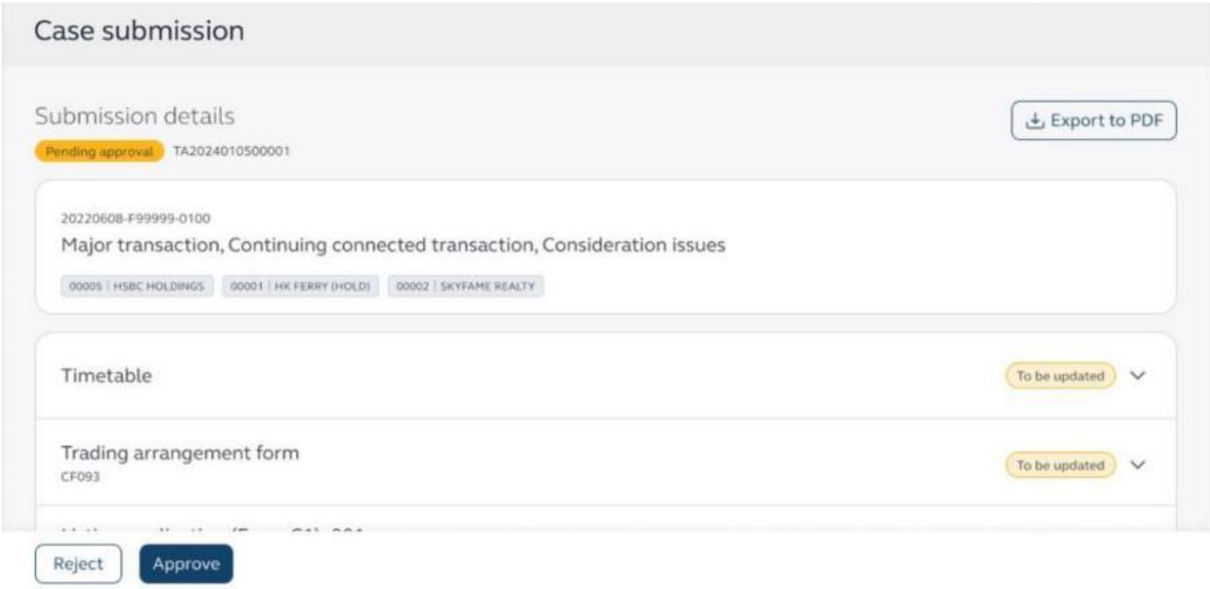
(2) Click the arrow or the action item to expand or collapse to view details of the action item.

(3) Click < Back to Overview to return to the Overview page.

(4) Click Submit to submit case submission, and you will be navigated to the Submission acknowledgement page. For details, please refer to section "B.4 Acknowledgement".

### B.3 Approve or reject a case submission

For case submission which has been designated an approver, the approver should approve or reject the submission in the Submission detail page.




On this page:

(1) Click Approve to approve the submission, and you will be navigated to the Case submission acknowledgement page. For details, please refer to section "B.4 Acknowledgement".

(2) Click Reject, the Rejection confirmation dialog will pop up. Click Confirm and reject in the dialog to reject the submission, and you will be navigated to the Case submission acknowledgement page. For details, please refer to section "B.4 Acknowledgement".

(3) System will send an inbox message to both submitter and approver of the case submission to inform them of the submission being approved or rejected.

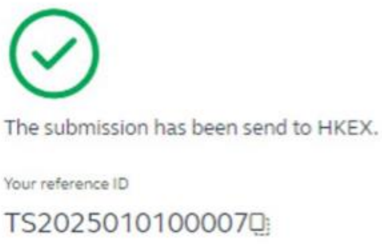
## B.4 Acknowledgement

### Case submission acknowledgement page

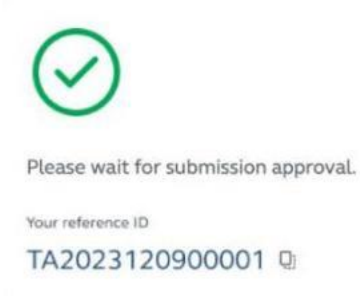
1. Case submission acknowledgement page - for submitter

If you are the submitter of the case submission, this page is to notify you that the submission has been successfully submitted.

(1) If the case submission has not been designated an approver, the acknowledgement will be shown as follows:




(2) If the case submission has been designated an approver, the acknowledgement will be shown as follows:




(3) At the bottom of the page:


1) Click Copy to copy the reference ID of this case submission where necessary.

2) Click View submission details to move to Submission detail page. For details, please refer to section “5.4 Submission summary”.

2. Submission acknowledgement page - for approver

If you are the approver of the case submission, this page is to notify you that the submission has been successfully approved or rejected.

(1) The acknowledgement you will see on this page is different from those displayed for submitter.

(2) At the bottom of the page:


1) Click Copy to copy the reference ID of this submission where necessary.

2) Click Go to submission summary to move to Submission summary page. For details, please refer to section “5.4 Submission summary”.

## C. Scenarios

The table matrix below summarizes each case type and its applicable action item(s). Please note that this is intended for illustrative purposes only. Users should assess and apply the information based on their specific scenarios.

| | Timetable | Trading arrangement form | Listing application | Size test | ISIN | Prospectus registration date | Upload document(s) | Publication of trading arrangement on HKEXnews websit |
|---|---|---|---|---|---|---|---|---|
| Rights issue | Y | Y | Y | Y | Y | Y | Y | Y |
| Open offer | Y | Y | Y | Y | Y | Y | Y | Y |
| Bonus issue of shares | Y | | Y | | | | Y | Y |
| Bonus issue of warrants | Y | | Y | | | | Y | Y |

| | Timetable | Trading arrangement form | Listing application | Size test | ISIN | Prospectus registration date | Upload document(s) | Publication of trading arrangement on HKEXnews websit |
|---|---|---|---|---|---|---|---|---|
| Listing of warrants / preference shares | Y | Y | Y | | Y | Y | Y | Y |
| Scrip dividend / capitalisation issue | | | Y | | | | Y | |
| Issue of unlisted convertible debt securities | | | Y | | | | Y | |
| Issue of convertible equity securities | | | Y | | | | Y | |
| Issue of preference shares | | | Y | | | | Y | |
| Spin-off | | | | Y | | | Y | |
| Change in domicile | | | | | | | Y | |
| Connected transaction | | | | Y | | | Y | |
| Continuing connected transaction | | | | Y | | | Y | |
| Share transaction | | | Y | Y | | | | Y |
| Discloseable transaction | | | | Y | | | | Y |
| Major transaction – acquisition / | | | | Y | | | Y | |

| | Timetable | Trading arrangement form | Listing application | Size test | ISIN | Prospectus registration date | Upload document(s) | Publication of trading arrangement on HKEXnews websit |
|---|---|---|---|---|---|---|---|---|
| disposal / others | | | | | | | | |
| Reverse takeover | | | | Y | | | Y | |
| Extreme transaction | | | | Y | | | Y | |
| VSA (Very substantial acquisition) | | | | Y | | | Y | |
| VSD (Very substantial disposal) | | | | Y | | | Y | |
| Adoption of share scheme | | | Y | | | | Y | |
| Capital reduction | Y | | Y | | | | Y | |
| Change in board lot | Y | Y | | | Y | | | |
| Change of company name | | Y | | | | | Y | |
| Issue of shares | | | Y | | | | Y | |
| Refreshment of general mandate limit | | | Y | | | | Y | |
| Refreshment of share scheme limit | | | Y | | | | Y | |
| Share consolidation | Y | Y | Y | | Y | | Y | |
| Share subdivision | Y | Y | Y | | Y | | Y | |

| | Timetable | Trading arrangement form | Listing application | Size test | ISIN | Prospectus registration date | Upload document(s) | Publication of trading arrangement on HKEXnews websit |
|---|---|---|---|---|---|---|---|---|
| Addition of a new currency counter | | Y | | | | | | |
| Privatisation / Withdrawal of listing of shares | Y | Y | | | | | Y | |
| Takeover / General offer | Y | | | | | | Y | |
| Suspension / resumption related matters | | | | | | | Y | |
| Withdrawal of listing of warrant | | Y | | | | | Y | |

### C.1 Rights issue / Open offer

#### C.1.1 New case

Please select "Rights issue / Open offer" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.1.2 Submission of timetable

Please refer to section "5.3 Cases" > "B1.1 Timetable".

#### C.1.3 Submission of trading arrangements form

Please refer to section "5.3 Cases" > "B1.2 Trading arrangement form".

#### C.1.4 Submission of ISIN

Please refer to section "5.3 Cases" > "B1.7 ISIN".

#### C.1.5 Submission of listing application

Please refer to section "5.3 Cases" > "B1.3 Listing application (Form C1)" / "B1.4 Listing application (Form C3)" / "B1.5 Listing application (Form C3Z)".

#### C.1.6 Submission of prospectus, circular (if any) and any supporting documents/ Reply to the Exchange's enquiries

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.1.7 Inform the Exchange on prospectus registration date

Please refer to section "5.3 Cases" > "B.1.8 Prospectus registration date".

#### C.1.8 Publication of trading arrangements on HKEXnews website

Please refer to section "5.1 Profile management related submission" > "E. Trading arrangement".

### C.2 Bonus issue of shares / warrants

#### C.2.1 New case

Please select "Bonus issue of shares / warrants" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.2.2 Submission of timetable

Please refer to section "5.3 Cases" > "B1.1 Timetable".

#### C.2.3 Submission of listing application

Please refer to section "5.3 Cases" > "B1.3 Listing application (Form C1)" / "B1.4 Listing application (Form C3)" / "B1.5 Listing application (Form C3Z)".

#### C.2.4 Submission of circular (if any) and any supporting documents/ Reply to the Exchange's enquiries

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.2.5 Publication of trading arrangements on HKEXnews website

Please refer to section "5.1 Profile management related submission" > "E. Trading arrangement".

### C.3 Listing of warrants/ preference shares

#### C.3.1 New case

Please select "Listing of warrants/ preference shares" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.3.2 Submission of timetable

Please refer to section "5.3 Cases" > "B1.1 Timetable".

#### C.3.3 Submission of trading arrangements form

Please refer to section "5.3 Cases" > "B1.2 Trading arrangement form".

#### C.3.4 Submission of listing application

Please refer to section "5.3 Cases" > "B1.3 Listing application (Form C1)" / "B1.4 Listing application (Form C3)" / "B1.5 Listing application (Form C3Z)".

#### C.3.5 Submission of prospectus, circular (if any) and any supporting documents / Reply to the Exchange's enquiries

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.3.6 Submission of ISIN

Please refer to section "5.3 Cases" > "B1.7 ISIN".

#### C.3.7 Inform the Exchange on prospectus registration date

Please refer to section "5.3 Cases" > "B.1.8 Prospectus registration date".

#### C.3.8 Publication of trading arrangements on HKEXnews website

Please refer to section "5.1 Profile management related submission" > "E. Trading arrangement".

### C.4 Scrip dividend / capitalisation issue

#### C.4.1 New case

Please include "Scrip / capitalisation issue" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.4.2 Submission of circular and any supporting documents / Reply to the Exchange's enquiries

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.4.3 Submission of listing application

Please refer to section "5.3 Cases" > "B1.3 Listing application (Form C1)" / "B1.4 Listing application (Form C3)" / "B1.5 Listing application (Form C3Z)".

### C.5 Issue of unlisted convertible debt securities/ convertible equity securities

#### C.5.1 New case

Please select "Issue of unlisted convertible debt securities / convertible equity securities" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.5.2 Submission of circular and any supporting documents / Reply to the Exchange's enquiries

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.5.3 Submission of listing application for conversion shares

Please refer to section "5.3 Cases" > "B1.3 Listing application (Form C1)" / "B1.4 Listing application (Form C3)" / "B1.5 Listing application (Form C3Z)".

### C.6 Issue of preference shares

#### C.6.1 New case

Please include "Issue of preference shares" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.6.2 Submission of circular (if any) and any supporting documents/ Reply to the Exchange's enquiries

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.6.3 Submission of listing application

Please refer to section "5.3 Cases" > "B1.3 Listing application (Form C1)" / "B1.4 Listing application (Form C3)" / "B1.5 Listing application (Form C3Z)".

### C.7 Spin-off

#### C.7.1 New case

Please include “Spin-off” as case type and input a brief description for the case. For details, please refer to section “5.3 Cases” > “A.1 Create a new case”.

#### C.7.2 Submission of spin-off proposal and any supporting documents/ Reply to the Exchange’s enquiries

Please refer to section “5.3 Cases” > “B1.9 Upload document(s)”.

#### C.7.3 Submission of size test

Please refer to section “5.3 Cases” > “B.1.6 Size test”.

### C.8 Change in domicile

#### C.8.1 New case

Please select “Change in domicile” as case type and input a brief description for the case  For details, please refer to section “5.3 Cases” > “A.1 Create a new case”.

#### C.8.2 Submission to the Exchange

Please refer to section “5.3 Cases” > “B1.9 Upload document(s)”.

### C.9 Connected transaction / Continuing connected transaction

#### C.9.1 New case

Please include “Connected transaction” or “Continuing connected transaction” and/or other case type (as appropriate) as case type and input a brief description for the case. For details, please refer to section “5.3 Cases” > “A.1 Create a new case”.

#### C.9.2 Submission of size test before publication of announcement

Please refer to section “5.3 Cases” > “B.1.6 Size test”.

#### C.9.3 Submission of circular (if any) and any other supporting documents for pre-vetting purpose

Please refer to section “5.3 Cases” > “B1.9 Upload document(s)”.

### C.9.4 Publication of announcement, circular (if any) and/or document on display

For the publication of the announcement, circular (if any) and/or document on display for cases, issuers are still required to go through the e-Submission system (**ESS**) after receiving our clearance on the relevant document (if necessary). For further information and the user manual of the ESS, please refer to ESS User Manuals & Quick Reference Guides.

In case there is any subsequent post-vet enquiry from the Exchange in relation to the published announcement, documents will be delivered through the IAP system in the respective case folder. Issuer may click the "Communication history" in the corresponding case.

## C.10 Share Transaction / Discloseable Transaction

### C.10.1 New case

Please include "Share transaction" or "Discloseable transaction" and/or other case type (as appropriate) as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

### C.10.2 Submission of size test before publication of announcement

Please refer to section "5.3 Cases" > "B.1.6 Size test".

### C.10.3 Publication of announcement

Please refer to section "5.3 Cases" > "C.9.4 Publication of announcement, circular (if any) and/or document on display".

## C.11 Major transaction – acquisition / disposal / others

### C.11.1 New case

Please select "Major Transaction" and/or other case type (as appropriate) as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

### C.11.2 Submission of size test before publication of announcement

Please refer to section "5.3 Cases" > "B.1.6 Size test".

### C.11.3 Submission of circular, IFA letter and any other supporting documents for pre-vetting purpose

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.11.4 Publication of announcement, circular (if any) and/or document on display

Please refer to section "5.3 Cases" > "C.9.4 Publication of announcement, circular (if any) and/or document on display".

### C.12 Reverse takeover/ Extreme transaction/ Very Substantial Acquisition / Very Substantial Disposal

#### C.12.1 New Case

Please select "Reverse takeover" or "Extreme transaction" or "Very Substantial Acquisition" or "Very Substantial Disposal" and/or other case type (as appropriate) as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.12.2 Submission of announcement, circular, IFA letter and any other supporting documents for pre-vetting purpose

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.12.3 Submission of size test before publication of announcement

Please refer to section "5.3 Cases" > "B.1.6 Size test".

#### C.12.4 Publication of announcement, circular (if any) and/or document on display

Please refer to section "5.3 Cases" > "C.9.4 Publication of announcement, circular (if any) and/or document on display".

### C.13 Adoption of share scheme

#### C.13.1 New Case

Please select "Adoption of share scheme" and/or other case as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.13.2 Submission of circular and any other supporting documents for pre-vetting purpose

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.13.3 Publication of announcement, circular (if any) and/or document on display

Please refer to section "5.3 Cases" > "C.9.4 Publication of announcement, circular (if any) and/or document on display".

### C.13.4 Submission of listing application

Please refer to section "5.3 Cases" > "B1.3 Listing application (Form C1)" / "B1.4 Listing application (Form C3)" / "B1.5 Listing application (Form C3Z)".

## C.14 Capital reduction

### C.14.1 New case

Please select "Capital reduction" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

### C.14.2 Submission of timetable of capital reduction

Please refer to section "5.3 Cases" > "B1.1 Timetable".

### C.14.3 Submission of circular and any other supporting documents for pre-vetting purpose

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

### C.14.4 Publication of announcement, circular (if any) and/or document on display

Please refer to section "5.3 Cases" > "C.9.4 Publication of announcement, circular (if any) and/or document on display".

### C.14.5 Submission of listing application of capital reduction

Please refer to section "5.3 Cases" > "B1.3 Listing application (Form C1)" / "B1.4 Listing application (Form C3)" / "B1.5 Listing application (Form C3Z)".

## C.15 Change in board lot

### C.15.1 New case

Please include "Change in board lot" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

### C.15.2 Submission of timetable of change of board lot size

Please refer to section "5.3 Cases" > "B1.1 Timetable".

### C.15.3 Submission of trading arrangements form of change of board lot size

Please refer to section "5.3 Cases" > "B1.2 Trading arrangement form".

#### C.15.4 Submission of ISIN

Please refer to section “5.3 Cases” > “B1.7 ISIN”.

## C.16 Change of company name

### C.16.1 New case

Please select “Change of company name” as case type and input a brief description for the case. For details, please refer to section “5.3 Cases” > “A.1 Create a new case”.

### C.16.2 Submission of supporting documents for change of company name and/or stock short name

Please refer to section “5.3 Cases” > “B1.9 Upload document(s)”.

### C.16.3 Submission of trading arrangements form of change of company name

Please refer to section “5.3 Cases” > “B1.2 Trading arrangement form”.

## C.17 Issue of shares / Refreshment of general mandate limit

### C.17.1 New Case

Please include “Issue of shares” as case type and input a brief description for the case. For details, please refer to section “5.3 Cases” > “A.1 Create a new case”.

### C.17.2 Submission of circular, IFA letter or any other supporting documents for pre-vetting purpose

Please refer to section “5.3 Cases” > “B1.9 Upload document(s)”.

### C.17.3 Submission of listing application of placing / subscription

Please refer to section “5.3 Cases” > “B1.3 Listing application (Form C1)” / “B1.4 Listing application (Form C3)” / “B1.5 Listing application (Form C3Z)”.

## C.18 Refreshment of share scheme limit

### C.18.1 New Case

Please select “Refreshment of share scheme limit” as case type and input a brief description for the case. For details, please refer to section “5.3 Cases” > “A.1 Create a new case”.

#### C.18.2 Submission of circular and any other supporting documents for pre-vetting purpose

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.18.3 Submission of listing application of share scheme

Please refer to section "5.3 Cases" > "B1.3 Listing application (Form C1)" / "B1.4 Listing application (Form C3)" / "B1.5 Listing application (Form C3Z)".

### C.19 Share consolidation

#### C.19.1 New Case

Please select "Share consolidation" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.19.2 Submission of timetable of share consolidation

Please refer to section "5.3 Cases" > "B1.1 Timetable".

#### C.19.3 Submission of trading arrangements form of share consolidation

Please refer to section "5.3 Cases" > "B1.2 Trading arrangement form".

#### C.19.4 Submission of circular and any other supporting documents for pre-vetting purpose

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.19.5 Submission of ISIN

Please refer to section "5.3 Cases" > "B1.7 ISIN".

#### C.19.6 Submission of listing application of share consolidation

Please refer to section "5.3 Cases" > "B1.3 Listing application (Form C1)" / "B1.4 Listing application (Form C3)" / "B1.5 Listing application (Form C3Z)".

### C.20 Share subdivision

#### C.20.1 New case

Please select "Share subdivision" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.20.2 Submission of timetable of share subdivision

Please refer to section "5.3 Cases" > "B1.1 Timetable".

#### C.20.3 Submission of trading arrangements form of share subdivision

Please refer to section "5.3 Cases" > "B1.2 Trading arrangement form".

#### C.20.4 Submission of circular and any other supporting documents for pre-vetting purpose

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

#### C.20.5 Submission of ISIN

Please refer to section "5.3 Cases" > "B1.7 ISIN".

#### C.20.6 Submission of listing application of share subdivision

Please refer to section "5.3 Cases" > "B1.3 Listing application (Form C1)" / "B1.4 Listing application (Form C3)" / "B1.5 Listing application (Form C3Z)".

### C.21 Addition of a new currency counter

#### C.21.1 New case

Please select "Addition of a new currency counter" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.21.2 Submission of trading arrangements form

Please refer to section "5.3 Cases" > "B1.2 Trading arrangement form".

### C.22 Privatisation / Withdrawal of listing

#### C.22.1 New case

Please select "Privatisation / Withdrawal of listing of shares" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

#### C.22.2 Submission of announcement and any other supporting documents for pre-vetting purpose

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

### C.22.3 Submission of timetable of privatization / withdrawal of listing of shares

Please refer to section "5.3 Cases" > "B1.1 Timetable".

### C.22.4 Submission of trading arrangements form of privatization / withdrawal of listing of shares

Please refer to section "5.3 Cases" > "B1.2 Trading arrangement form".

## C.23 Takeover/ general offer

### C.23.1 New case

Please select "Takeover / general offer" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

### C.23.2 Submission of announcement and any other supporting documents for pre-vetting purpose

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

### C.23.3 Submission of timetable of takeover / general offer

Please refer to section "5.3 Cases" > "B1.1 Timetable".

## C.24 Suspension/ resumption related matters

### C.24.1 New case

Please include "Suspension/ resumption related matters" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

### C.24.2 Submission of announcement and any other supporting documents for pre-vetting purpose

Please refer to section "5.3 Cases" > "B1.9 Upload document(s)".

## C.25 Withdrawal of listing of warrant

### C.25.1 New case

Please select "Withdrawal of listing of warrant" as case type and input a brief description for the case. For details, please refer to section "5.3 Cases" > "A.1 Create a new case".

### C.25.2 Submission of announcement and any other supporting documents for pre-vetting purpose

Please refer to section “5.3 Cases” > “B1.9 Upload document(s)”.

### C.25.3 Submission of trading arrangements form of withdrawal of listing of warrants

Please refer to section “5.3 Cases” > “B1.2 Trading arrangement form”.

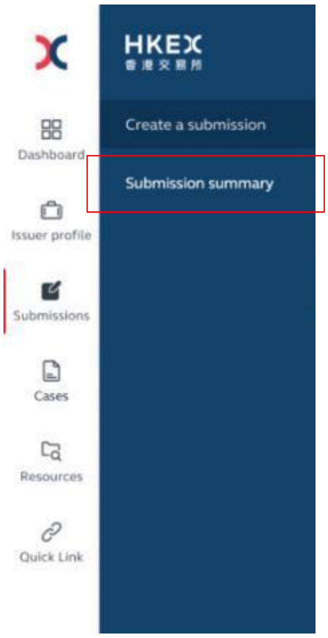
## 5.4 Submission summary

Use this function to view the records for all types of submissions.

### 5.4.1 Enter submission summary

Click “Submission” icon 

in the left navigation panel to expand the sub-menu, then click Submission summary. You will be navigated to the Submission summary page.




### 5.4.2 Submission summary

The submission summary displays a list of submission(s) previously prepared and/or submitted, and the brief information for each submission.

1. There are two tab pages in the submission summary:

- Profile management tab page
- Submission to HKEX tab page

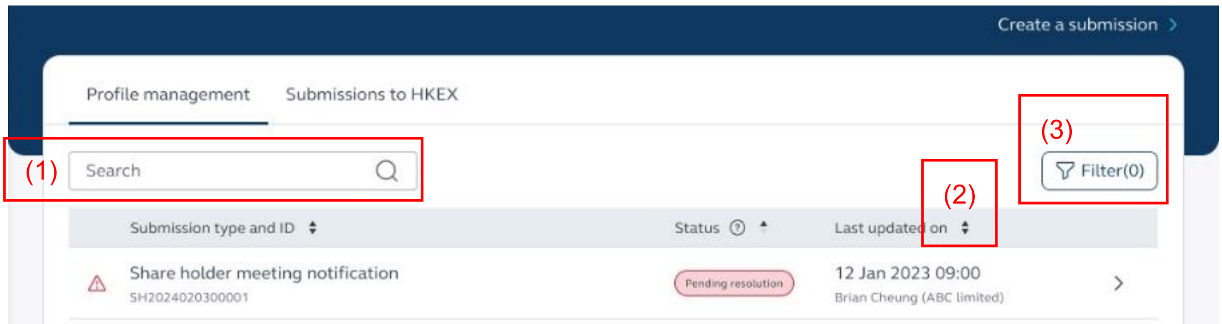
For ETP issuer, the tab name of Profile management tab page will be displayed as “Product management”.

- Profile management tab page displays the profile management related submissions
- Submission to HKEX tab page displays all the submission to HKEX and case submission.

2. Click the tab name to switch between different submission type(s):

| Submission and summary | Related section | Submission type |
|---|---|---|
| Profile management tab page (for ETF issuers, the tab name will be displayed as “Product management”) | Corporate events | Blackout period |
| | | Board meeting |
| | | Dividend |
| | | Shareholder meeting |
| | | Trading arrangement |
| | Corporate and personnel changes | Corporate information change |
| | | Corporate positions and committees changes |
| | Share capital | Share capital change (Next Day Disclosure Return, NDDR) |
| | | Share capital change and confirmation (Monthly Return, MR) |
| Submission to HKEX tab page | Cases | Case submission |
| | Submission to HKEX | Submission to HKEX |

Profile management tab page/ Submissions to HKEX tab page




(1) Search 

: search by (i) submission type and ID (for Profile management tab page); or (ii) company name, stock code or case number (for Submissions to HKEX tab page)

(2) Sort : the submissions are in default sorted in descending by status. Click this button on each column to sort the submissions by this column.

(3) Filter Filter(0): click to open the filter dialog.

In the dialog, you can set the following filter conditions:

1) Case type (applicable to “Submission to HKEX” page only): search and select from the drop-down list. Click × to delete selected ones.
2) Submission type (on “Profile management” page): can select multiple ones.
3) Document type (on “Submission to HKEX” page): can select multiple ones. Click Show more Show more to expand the choices.
4) Status: can select multiple ones.
5) Updated date: the start date and the end date.

Reset Reset: click to reset the filter dialog to the default values.

Confirm Confirm: click to close the filter dialog and apply the selected criteria to the record(s).

Cancel Cancel or x ×: click to give up the filters selected and close the pop-up dialog.

### 5.4.3 Submission detail page

When you click on a submission, if its status is not **“Saved”**, you will be navigated to this page, where you can view the submission details, additional information, and any related announcements or publications (if applicable). You can also:

(1) Click Export to PDF Export to PDF to download the page as a PDF file.

(2) Click the arrow or the submission to expand or collapse its information.

(3) Click the document name to download the file.

(4) Click Submission history Submission history to expand/collapse the history of this submission.

(5) For profile management related submission which requires publication on HKEXnews website, if you have “Approver” permission for the submission type, you can approve/reject the submission on this page. For details, please refer to section “5.1.1.4 Approve or reject a submission”.

(6) For case submission with a designated “Approver”, if you are the “Approver”, you can approve/reject the submission on this page. For details, please refer to section “B.3 Approve or reject a case submission”.

# 6. General

## 6.1 Switch profile

If your role is “Issuer Representative” or “Authorised Representative”, and your user profile is linked to multiple used profiles, a button will appear next to the company name displayed in the upper right corner of the page.

Click to open the Switch profile dropdown list, as shown in the red box below:


Click the company name different from the one currently displayed on the upper right. The Switch profile confirmation dialog will pop up. Click Confirm Confirm in the dialog to proceed to the dashboard for the company you switched-to.

## 6.2 Switch language

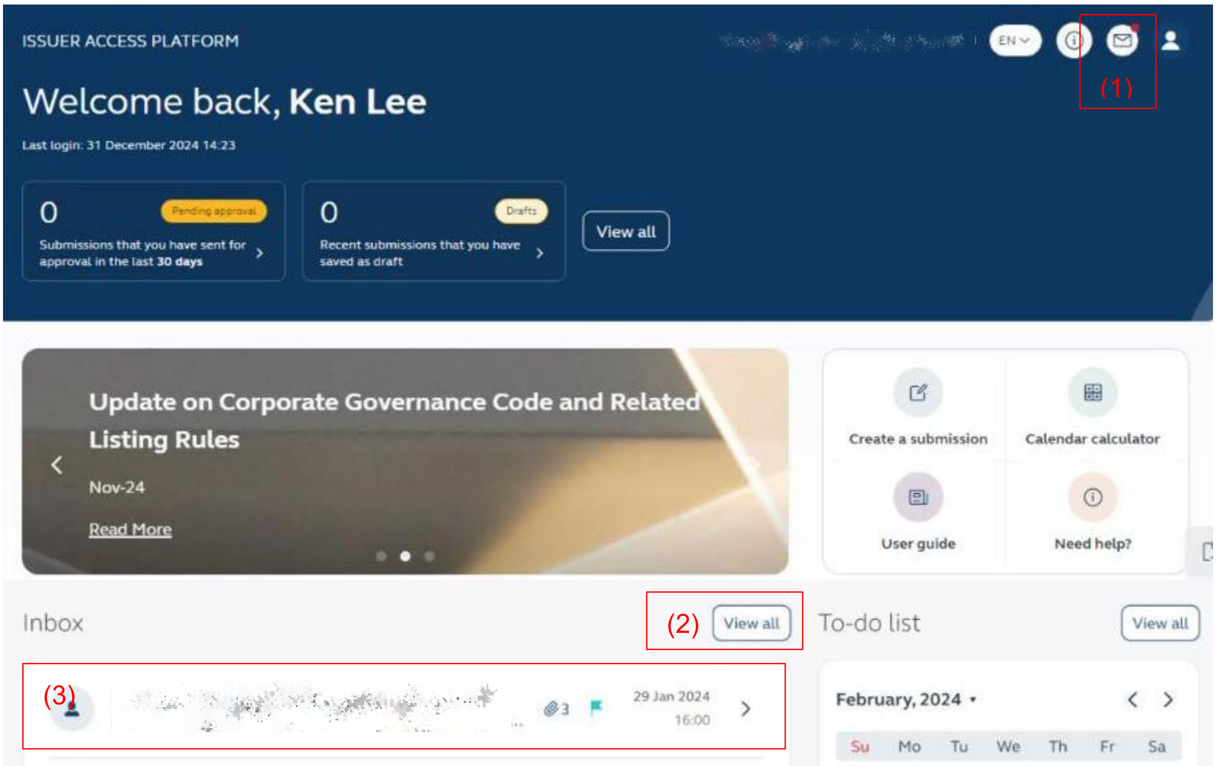
Clicks EN v / 繁 v on the upper right of the page, the Switch language dropdown list will pop up, as shown in the red box below:


Click the language different from the one currently used, the Switch language confirmation dialog will pop up. Click Confirm Confirm in the dialog. The system will reload and display all pages using the language you selected.

## 6.3 Inbox

Use this function to view and manage system notifications and messages.

### Inbox entry point




Access the inbox related page/dialog by clicking:

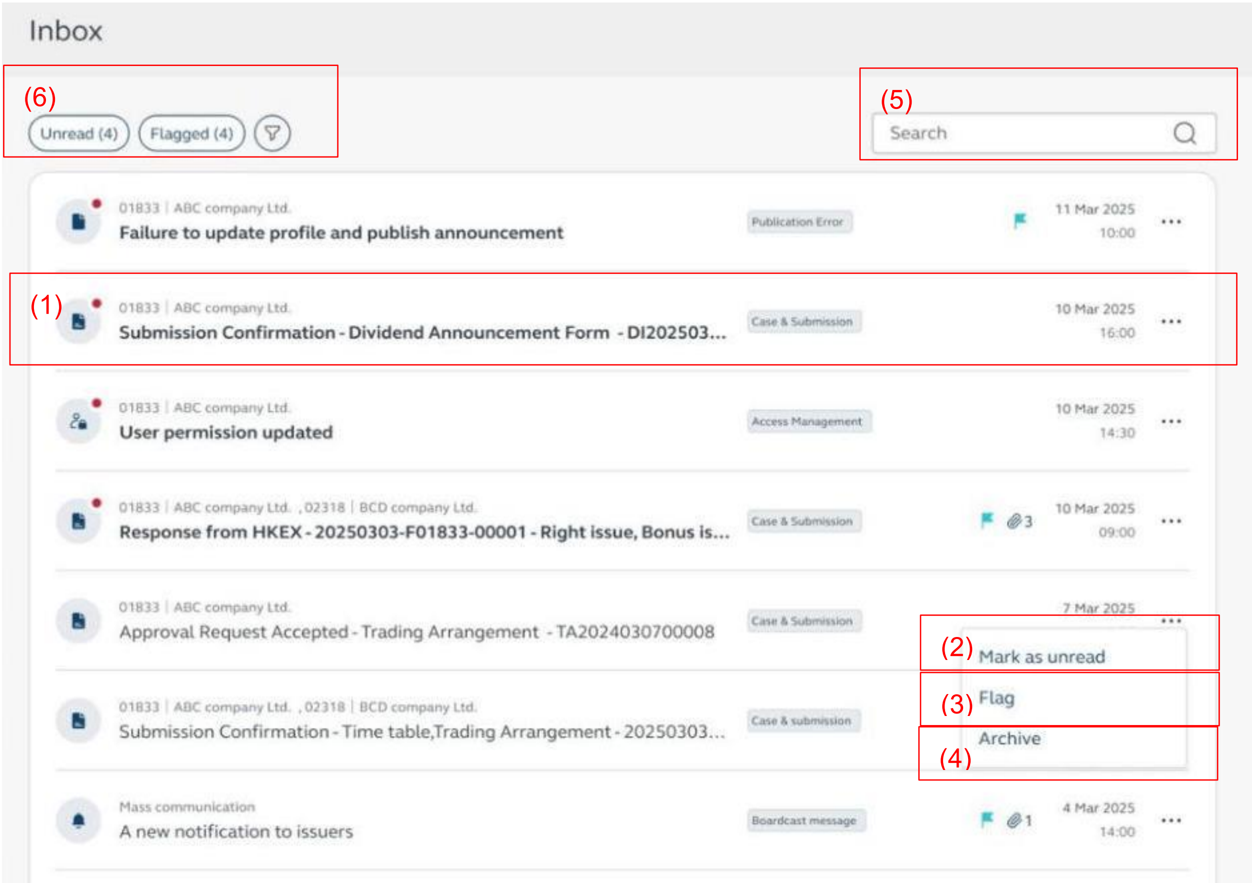
(1) the Inbox icon  on the upper right corner of any page. You will be navigated to the Inbox list page.

(2) the View all [View all] button on the Dashboard. You will be navigated to the Inbox list page.

(3) the inbox item on the dashboard, the Inbox message detail dialog will pop up.

## Inbox list page

View all the message(s) you received on this page.




(1) Click on a message to open the Inbox message detail dialog.

(2) Click the ... ··· button on the right side of a message, then click the Mark as unread Mark as unread / Mark as read Mark as read button to mark the message as unread/read. Unread messages will have a red dot on its icon .

(3) Click the ... ··· button on the right side of a message, then click the Flag Flag / Unflag Unflag button to mark a message as flagged/unflagged. Flagged messages will be displayed with a green Flag icon.

(4) Click the ⋯ button on the right of a message, then click the Archive or Unarchive button to mark a message as archived/unarchived. Archived messages will have a grey icon Archive on it.

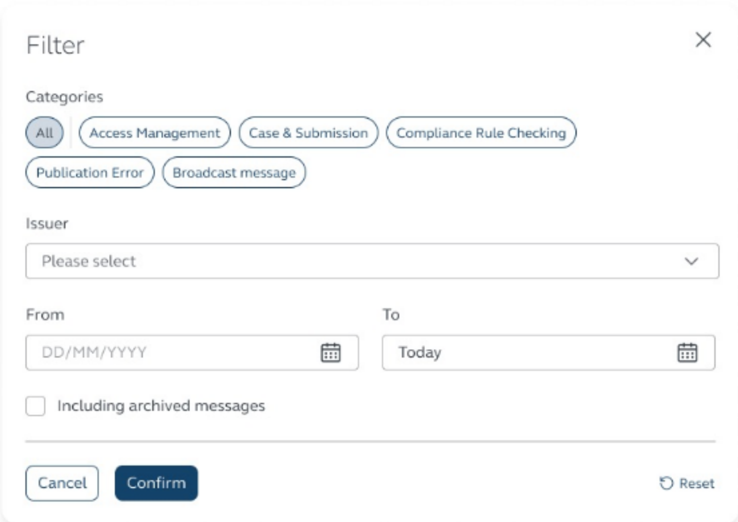
(5) Input key word(s) in the search box to search message(s) by message subject(s) or message content.

(6) Filters you can apply on this page include:

1) "Unread" filter: click the Unread(n) filter to display only unread message(s). The number (n) in the bracket indicates the number of unread message(s).

2) "Flagged" filter: click the Flagged(n) filter to display only flagged message(s). The number (n) in the bracket indicates the number of flagged message(s).

3) Filter : click the button to open the Filter dialog, where you can set condition(s) to filter message(s) on the Inbox list page:



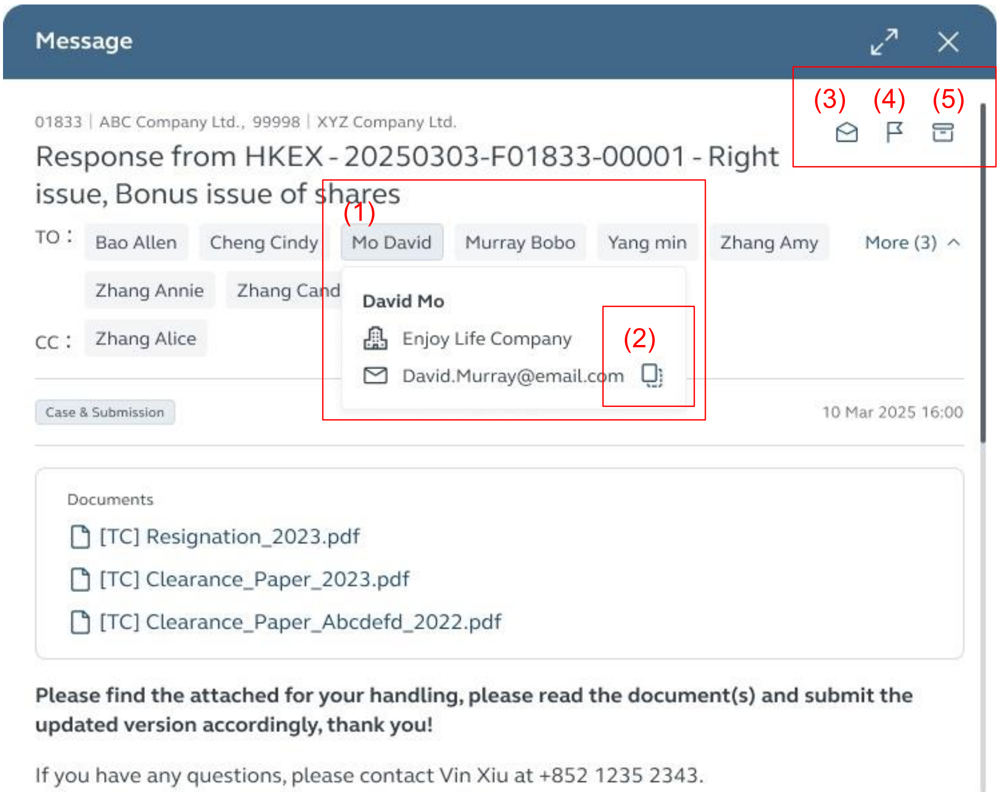

Note: for the "Categories", you can select multiple ones. The categories available for various roles differ as follows:

| Categories | Role | | | | |
|---|---|---|---|---|---|
| | Issuer admin | Adviser admin | Authorised representative | Issuer representative | Adviser end user |
| Access Management | Y | Y | Y | Y | Y |

| Categories | Role | | | | |
|---|---|---|---|---|---|
| | Issuer admin | Adviser admin | Authorised representative | Issuer representative | Adviser end user |
| Case & Submission | Y | Y | Y | Y | Y |
| Company Registration | Y | Y | Y | Y | |
| Compliance Rule Checking | | | Y | Y | Y |
| Publication Error | | | Y | Y | Y |
| Profile Management | | Y | | | |
| Broadcast message | Y | Y | Y | Y | Y |

### Inbox message detail dialog

Click on a message to open this dialog and view its details:



(1) Click the name of a person, a card will pop up for you to view the company name and email address of the person.

(2) Click the Copy icon to copy the email address.

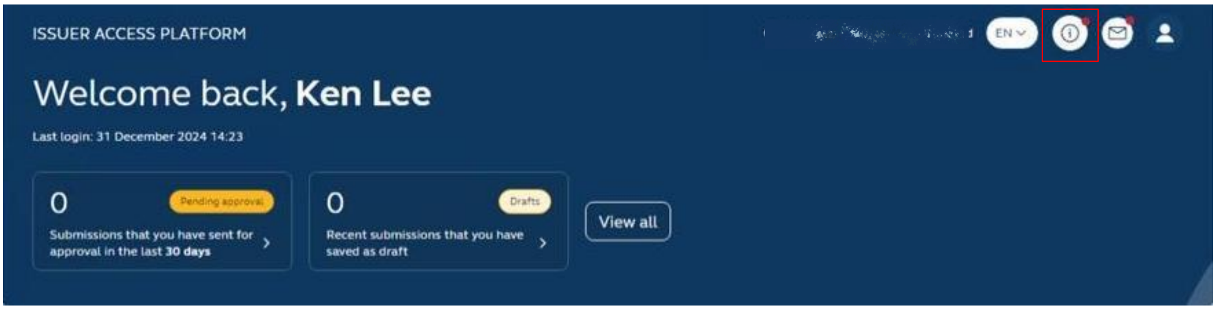
(3) Mark as unread / Mark as read : click the button to mark the message as unread/read.

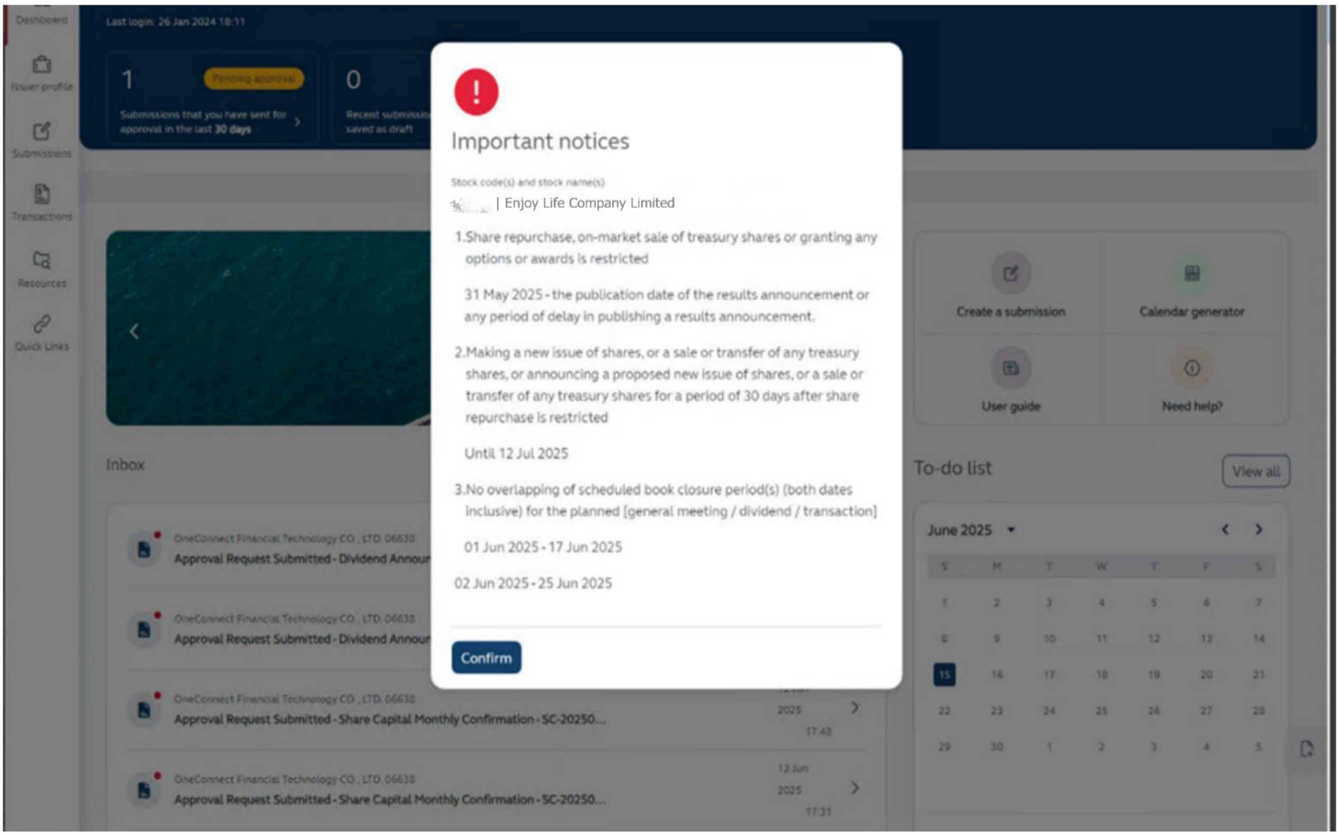
(4) Flag / Unflag : click the button to mark the message as flagged/unflagged.

(5) Archive / Unarchive : click the button to mark a message as archived/unarchived.

## 6.4 Important notice

If your role is “Issuer Representative” or “Authorised Representative” and there is applicable important notice(s), the Important notice dialog will pop up when you log in to HKEX IAP, or switch profile, or click the important notice icon on the upper right of the page (as shown in the red box below). You can view the important notice(s) in the dialog. Click Confirm in the dialog to close the dialog.






Note: important notice(s) is(are) generated in the system when certain compliance rule checking is met/positive. The purpose is to ensure certain dealing restriction related messages are prominently displayed.

The table below briefly introduces how certain compliance rule checking will trigger the important notice.

| # | Compliance rule | Important notice |
|---|---|---|
| 1 | Director's dealing should be restricted during blackout period | After a blackout period submission has been published, an important notice will be generated and be displayed from commencement of blackout period date to end of blackout period date, to reminder the user that directors' dealing in any securities of the issuer is restricted. |
| 2 | Share repurchase and grant of share option and share awards should be restricted 30 days preceding earlier of (a) date of board meeting; or (b) deadline for reporting results | After a board meeting submission with board resolution to approve the financial results has been published, an important notice will be generated and be displayed from board meeting start date - 30 days to boarding meeting end date , to reminder the user that share repurchase, on-market sale of treasury shares or granting any options or awards are restricted. |
| 3 | Share issuance, or sales or transfers of treasury shares should be | After a share capital change submission (or a share capital change and confirmation submission) with share repurchase |

| | | |
|---|---|---|
| | restricted 30 days after share repurchase | movement(s) has been published, an important notice will be generated and be displayed from share repurchase date to share repurchase date + 30 days , to reminder the user that making a new issue of shares, or a sale or transfer of any treasury shares, or announcing a proposed new issue of shares are restricted. |
| 4 | Share issuance, or sales or transfers of treasury shares should be restricted 6 months after listing | After a new issuer is onboarded, an important notice will be generated and be displayed from listing date of the issuer to listing date + 6 months - 1 day , to reminder the user that issuing or selling or transferring out of treasury further shares or securities convertible into equity securities or forming the subject of any agreement to such an issue, or sale or transfer out of treasury are restricted. |
| 5 | No overlapping of book close period | After a shareholder meeting submission (or a dividend submission) with book close period has been published, or a case submission with book close period in timetable has been submitted to HKEX, an important notice will be generated to display all active book close periods, to reminder the user that scheduled book closure period(s) (both dates inclusive) should not be overlapped. Two book close periods with the same start date and end date are considered one. |

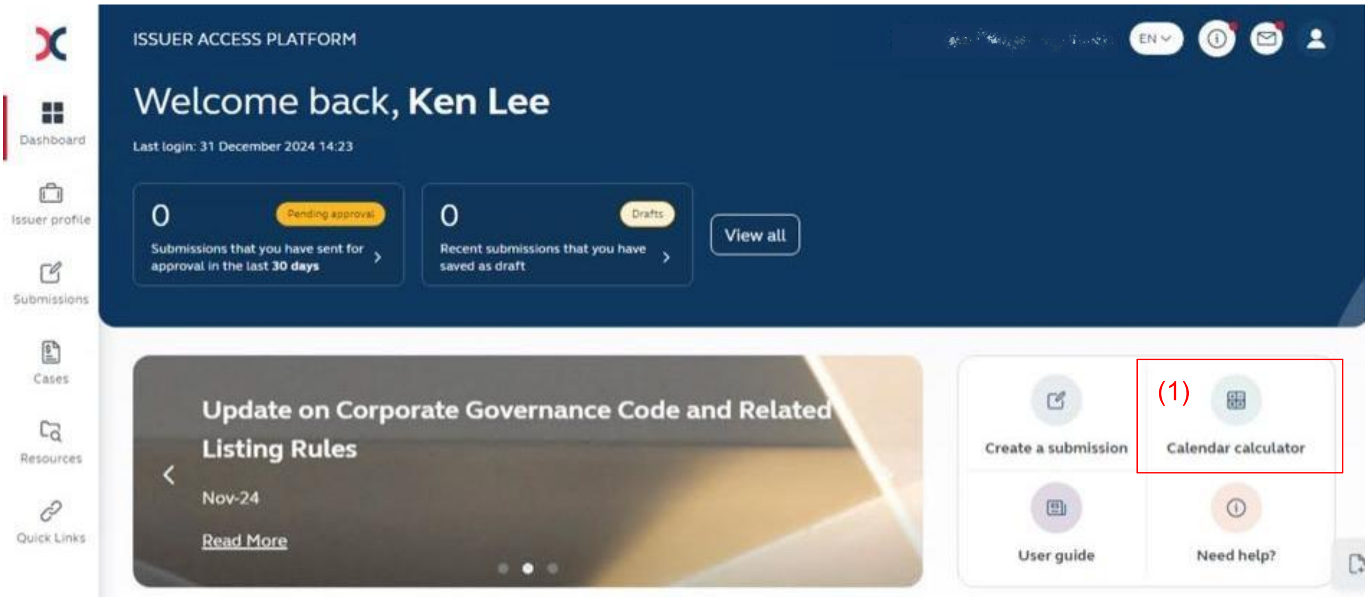
## 6.5 Calendar calculator

This function is a reference tool that generates a deadline for periodic filing or announcement publication based on Listing Rules/GEM Listing Rules.

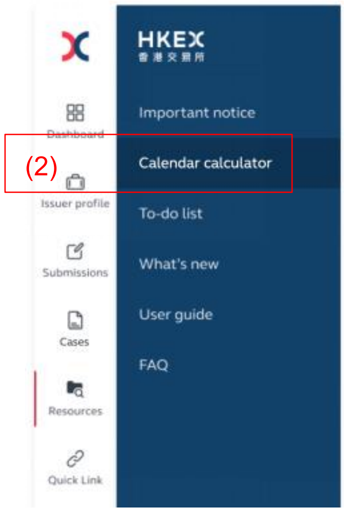
### Calendar calculator entry point

Access the calendar calculator by clicking:

(1) Calendar calculator on the Dashboard. You will be navigated to the Calendar calculator page.

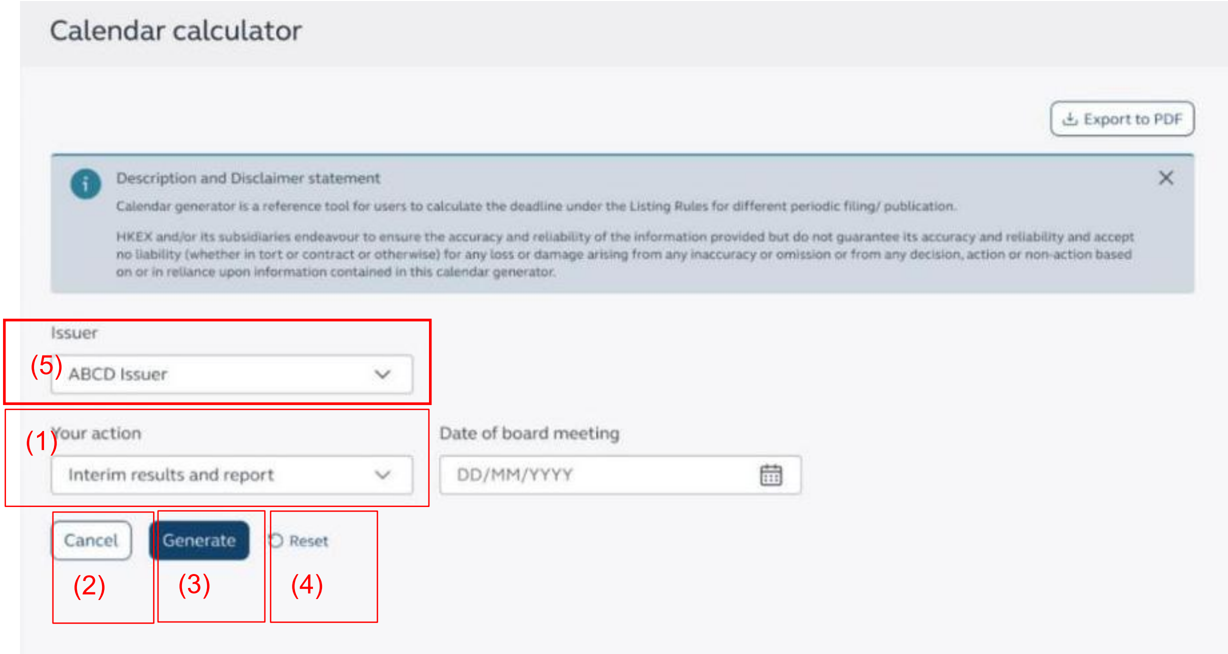



(2) the “Resources” icon  in the left navigation panel to expand the sub-menu, then clicking the Calendar calculator on the sub-menu. You will be navigated to the Calendar calculator page.



## Calendar calculator

### Calendar calculator page



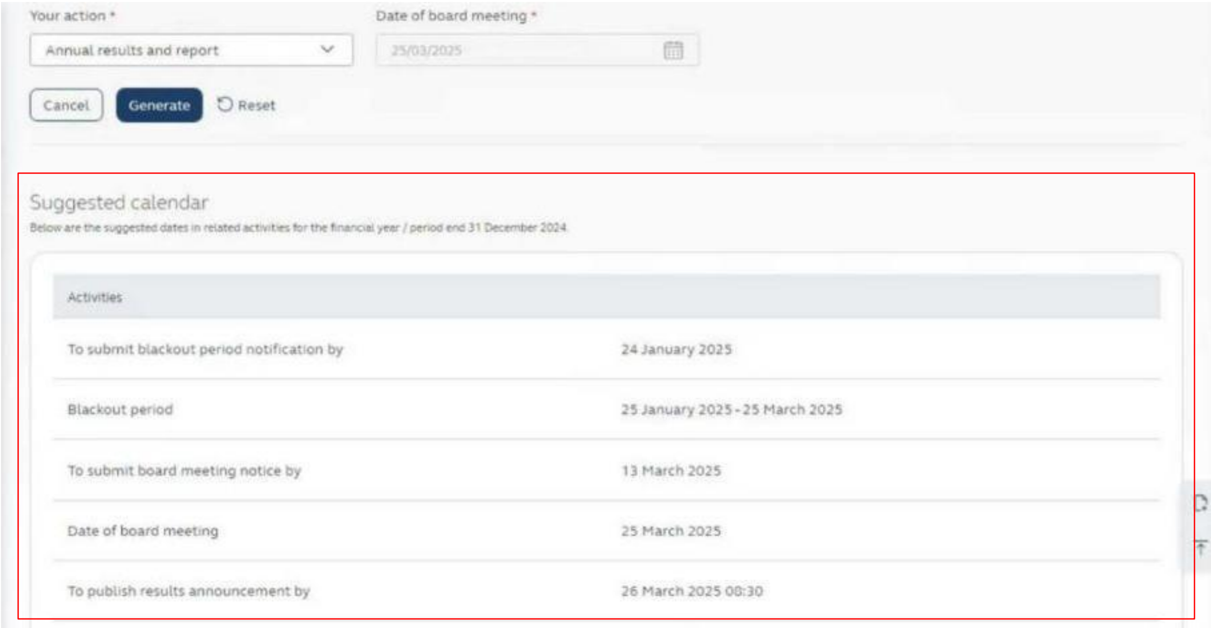

(1) Your action: select an action from the drop-down list.

Reference date that will be generated are as below:

<table>
<tr><th>Action</th><th>Date of selected activity</th><th>Reference date generated</th></tr>
<tr><td>Interim results and report</td><td rowspan="4">Date of board meeting</td><td rowspan="4">1. Blackout period notification submission deadline<br>2. Blackout period<br>3. Board meeting notice publication deadline<br>4. Date of board meeting<br>5. Results publication deadline<br>(1) (For "First quarterly results", "Third quarterly results" and "Interim results and report") Publication deadline for dividend or distribution announcement form (if any)<br>(2) (For "Interim results and report") Publication deadline for financial report<br>(3) (For "Annual results and report") Publication deadline for financial report and Environmental, Social and Governance report"</td></tr>
<tr><td>Annual results and report</td></tr>
<tr><td>First quarterly results</td></tr>
<tr><td>Third quarterly results</td></tr>
<tr><td>Annual general meeting (AGM)</td><td>Date of annual general meeting</td><td>1. Publication deadline for the notice of AGM<br>2. Date of AGM<br>3. Publication deadline for AGM results</td></tr>
<tr><td>Monthly return</td><td>Not applicable</td><td>Deadline for the next 12 months' monthly return</td></tr>
</table>

(2) Click Cancel Cancel, you will be navigated to the dashboard.

(3) Click Generate Generate, the system will generate the "Suggested calendar" for your reference, as shown in the red box below:




(4) Click Reset Reset to reset the page to the default style.

(5) Issuer selection dropdown: This is only applicable for adviser user to select an issuer that has designated the adviser.

## 6.6 To-do list

If your role is Authorised representative / Issuer representative / Adviser user, you can use this function to view and manage to-do task(s) which is(are) generated by the HKEX IAP system. This list serves as reminder for the prescribed deadline by listing rules for periodic document filing, publication requirements and board composition requirements.

1. Task name and the compliance rules are as follows:

| Task name | Compliance rules |
|---|---|
| Submit blackout period notification | Blackout notification submitted by {Deadline} (interim and annual) |
| Publish board meeting notice | Board meeting notice published by {Deadline} (interim and annual) |

| Task name | Compliance rules |
|---|---|
| Publish results announcement | Results announcement published by {Deadline} (interim and annual) |
| Submit dividend announcement | Issuer to publish an updated dividend form without TBA item within 1 month if there is any "To be announced" field in previous publication |
| Publish financial report | Publish financial reports published by {Deadline} (interim and annual) |
| Publish environmental, social and governance report | Publish ESG reports published by {Deadline} (annual only) |
| Publish monthly return | Publish monthly returns by {Deadline} (every month) |
| Publish notice of annual general meeting (AGM) | Notice of annual general meeting submitted by {Deadline} (annual) |
| Publish poll results of AGM | Publish the poll results announcement before 8:30 a.m. on the trading day after the AGM |
| Re-comply with the independent non-executive directors requirement within the 3-month grace period - At least three independent non-executive directors | at least 3 independent non-executive directors in the board |
| Re-comply with the independent non-executive directors requirement within the 3-month grace period - At least one-third of the board members are independent non-executive directors | at least one-third of the board members are independent non-executive directors |
| Re-comply with the audit committee requirement within the 3-month grace period - An audit committee must be comprised of non-executive directors only | Audit committee comprising non-executive directors only |
| Re-comply with the audit committee requirement within the 3-month grace period - An audit committee must be comprised of a minimum of 3 members | Audit committee comprising a minimum of 3 members |
| Re-comply with the audit committee requirement within the 3-month grace period - The majority of an audit committee members must be independent non-executive directors | % of independent non-executive directors in audit committee > 50% |
| Re-comply with the audit committee requirement within the 3-month grace period - An audit committee must be chaired by an independent non-executive director | Audit committee is chaired by an independent non-executive director |

| Task name | Compliance rules |
| --- | --- |
| Re-comply with the remuneration committee requirement within the 3-month grace period - A remuneration committee must be comprised a majority of independent non-executive directors | % of independent non-executive directors in Remuneration committee > 50% |
| Re-comply with the remuneration committee requirement within the 3-month grace period - A remuneration committee must be chaired by an independent non-executive director | Remuneration committee is chaired by an independent non-executive director |
| Re-comply with the nomination committee requirement - A nomination committee must be comprise a majority of independent non-executive directors. | % of independent non-executive directors in Nomination committee > 50% |
| Re-comply with the nomination committee requirement - A nomination committee must be chaired by the chairman of the board or an independent non-executive director | Nomination committee should be chaired by the chairman of the board or an independent non-executive director |
| Re-comply with the requirement for appointing two authorised representatives | Issuers must have 2 authorised representatives |
| Re-comply with the requirement for authorised representatives have to be either two directors or one director and one company secretary | AR(s) of the issuer must meet any of the below composition:<br>2 directors or 1 director and 1 company secretary |
| Re-comply with the board diversity requirement | The board must have >1 gender |
| Submit auditor resignation letter and clearance letter | Auditor resignation letter and clearance letter must be submitted by announcement publication date + 3 business days |
| Update Dividend Announcement Form | Issuer to publish an updated dividend form without “To be announced” item within 1 month if there is any "To be announced" field in previous publication |
| Provide contact information of newly appointed key corporate personnel | Provide contact information of key corporate personnel to the Exchange as soon as reasonably practicable after their respective appointment |

2. Badges below indicate the status of the to-do task:

(1) Active Active: the task is incomplete, and its deadline is either null or is on/after the date of today.

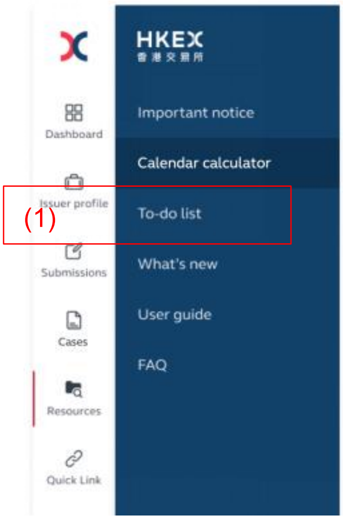
(2) Overdue Overdue: the task is incomplete, and its deadline is before the date of today.

(3) Completed tasks will be deleted from the to-do list.

## To-do list entry point

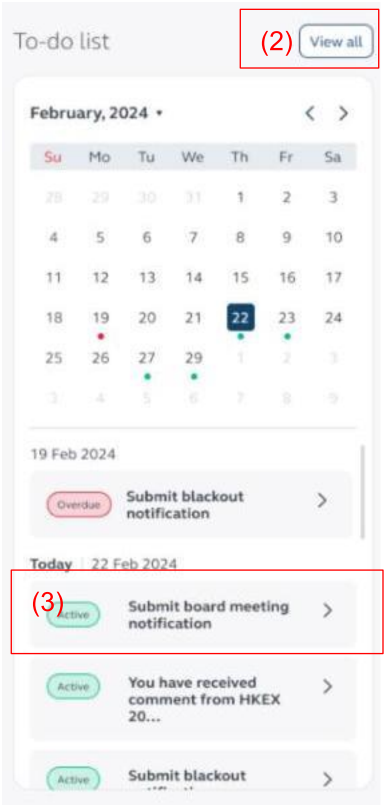
Access the to-do list related page by clicking:

(1) "Resources" icon Resources in the left navigation panel to expand the sub-menu, then clicking the To-do list To-do list button on the sub-menu. You will be navigated to the To-do list page.

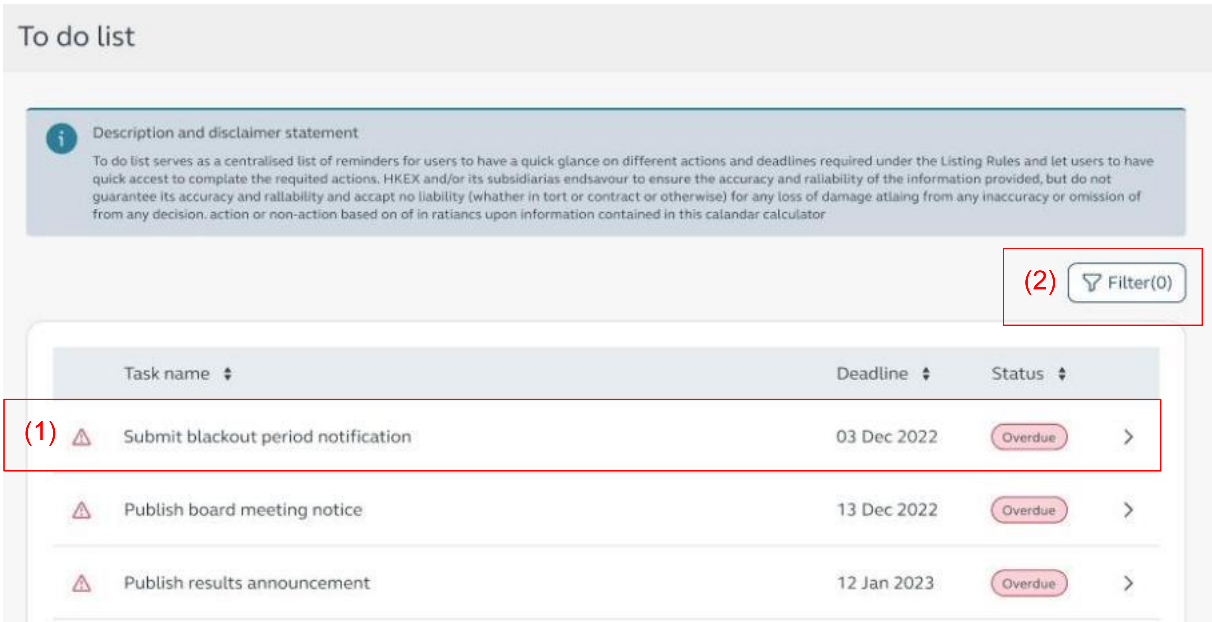



(2) View all View all in "To-do list widget" on the Dashboard. You will be navigated to the To-do list page. The red dot on the calendar indicates that there is at least one overdue to-do task on that day. The green dot on the calendar indicates that all to-do task(s) on that day is(are) active.

(3) the to-do task item. You will be navigated to the relevant page of the task.

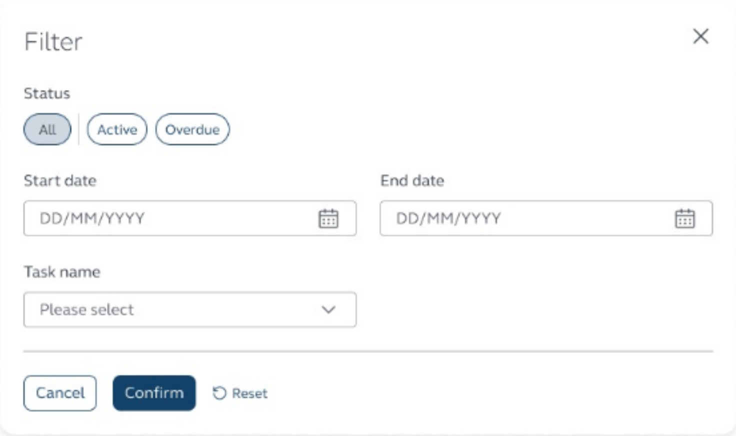



## To-do list page




(1) Click on a to- do task item, you will be navigated to the relevant page to complete the task.

(2) Click the Filter(n)  button to open the filter dialog to set condition(s) to filter to-do task item(s) on the list page:



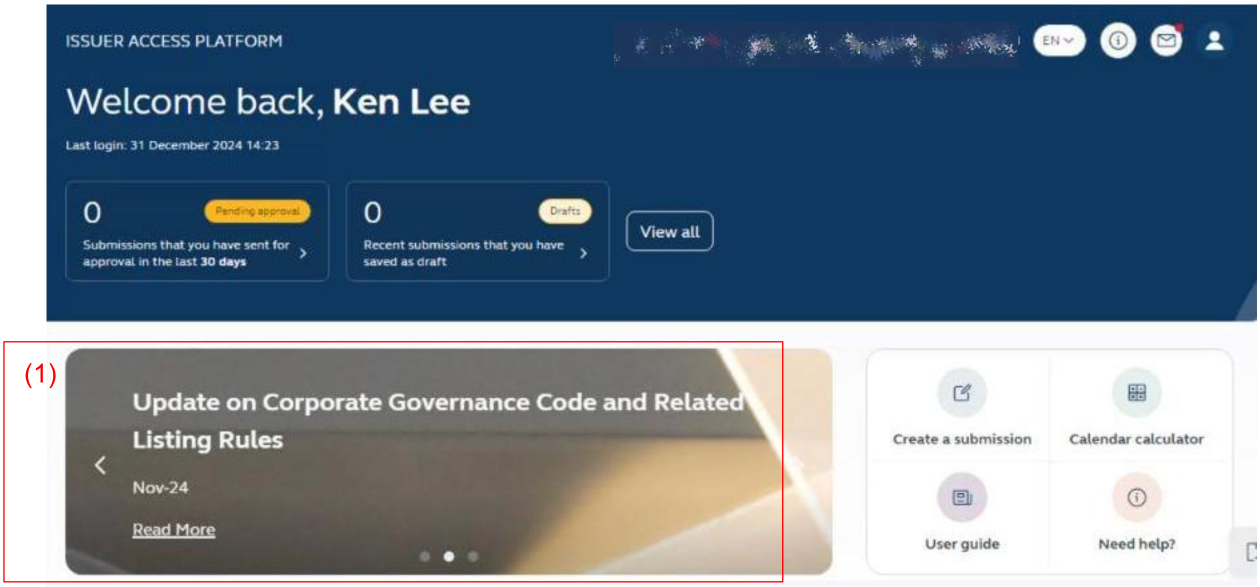

## 6.7 What's new

View all the latest news, updates, and announcements provided by HKEX.

### What's new entry point

Access the what's new related page by clicking:

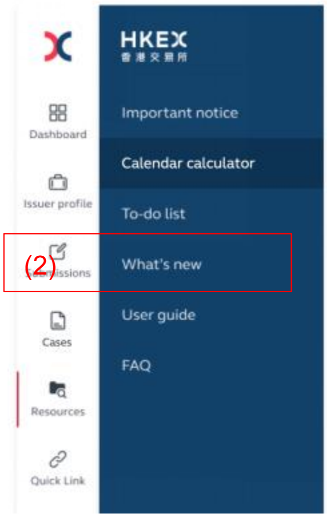
(1) the image on the what's new widget. You will be navigated to the What's new detail page.




(2) "Resources" icon 

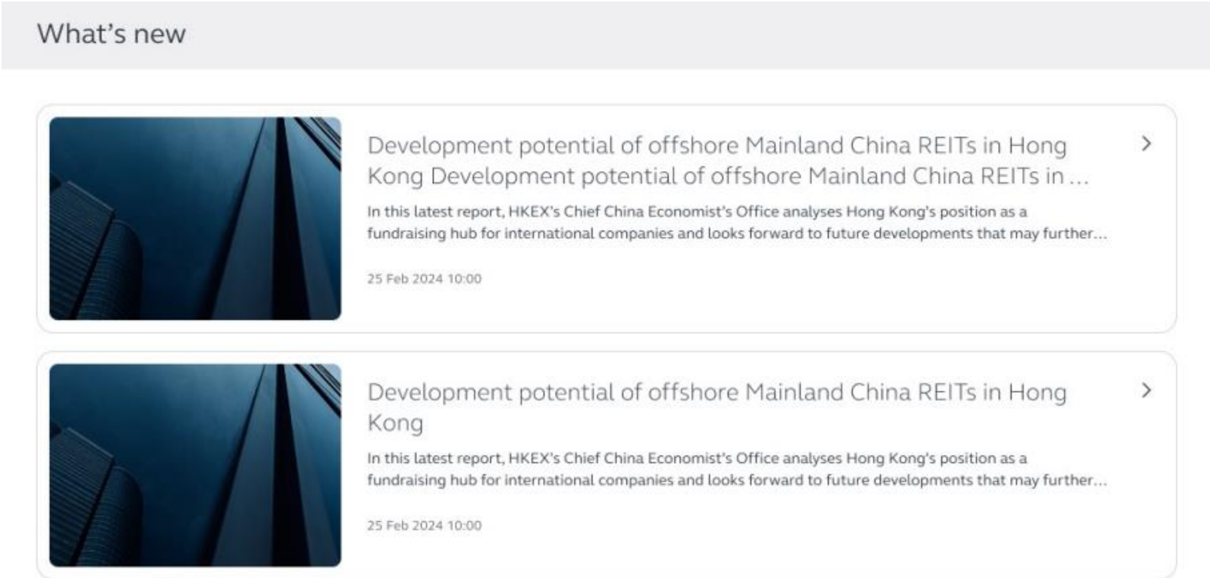
in the left navigation panel to expand the sub-menu, then clicking the What's new 

button on the sub-menu. You will be navigated to the What's new list page.



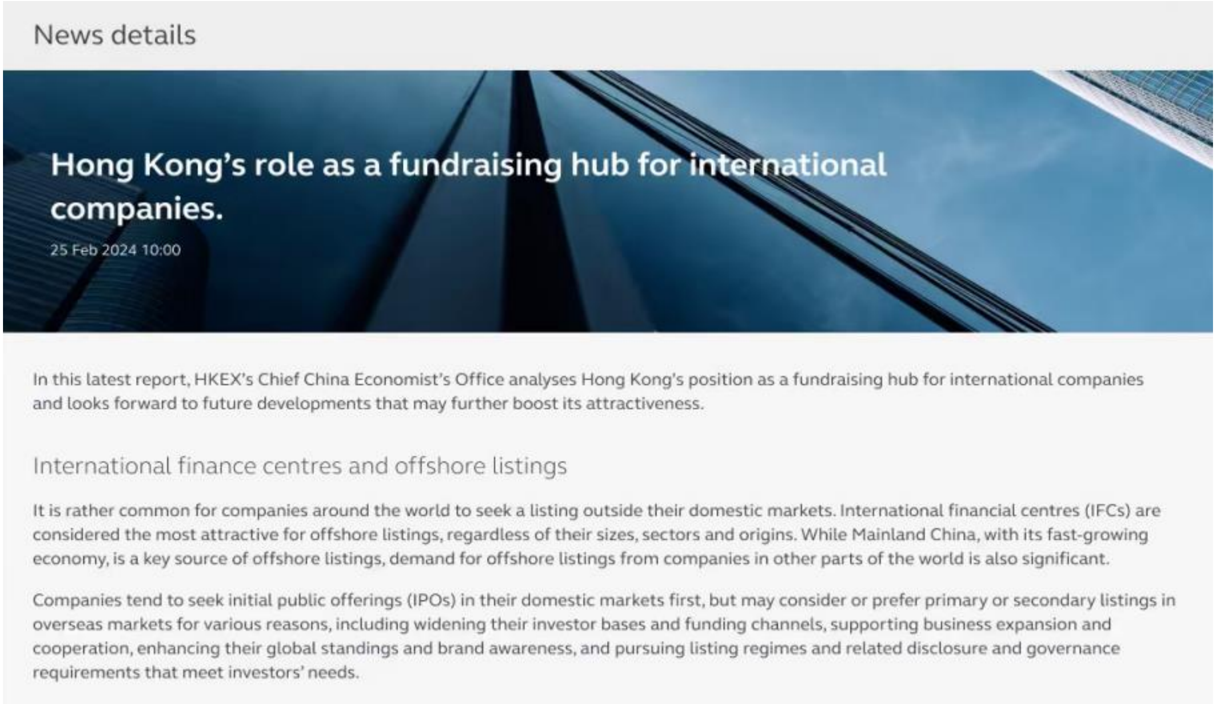

### What’s new list page

You can view all the news on this page. Click on a What’s new item. You will be navigated to the What’s new detail page for that item.




### What’s new detail page

You can view details of the What’s new item on this page.



News details

Hong Kong's role as a fundraising hub for international companies.

25 Feb 2024 10:00

In this latest report, HKEX's Chief China Economist's Office analyses Hong Kong's position as a fundraising hub for international companies and looks forward to future developments that may further boost its attractiveness.

International finance centres and offshore listings

It is rather common for companies around the world to seek a listing outside their domestic markets. International financial centres (IFCs) are considered the most attractive for offshore listings, regardless of their sizes, sectors and origins. While Mainland China, with its fast-growing economy, is a key source of offshore listings, demand for offshore listings from companies in other parts of the world is also significant.

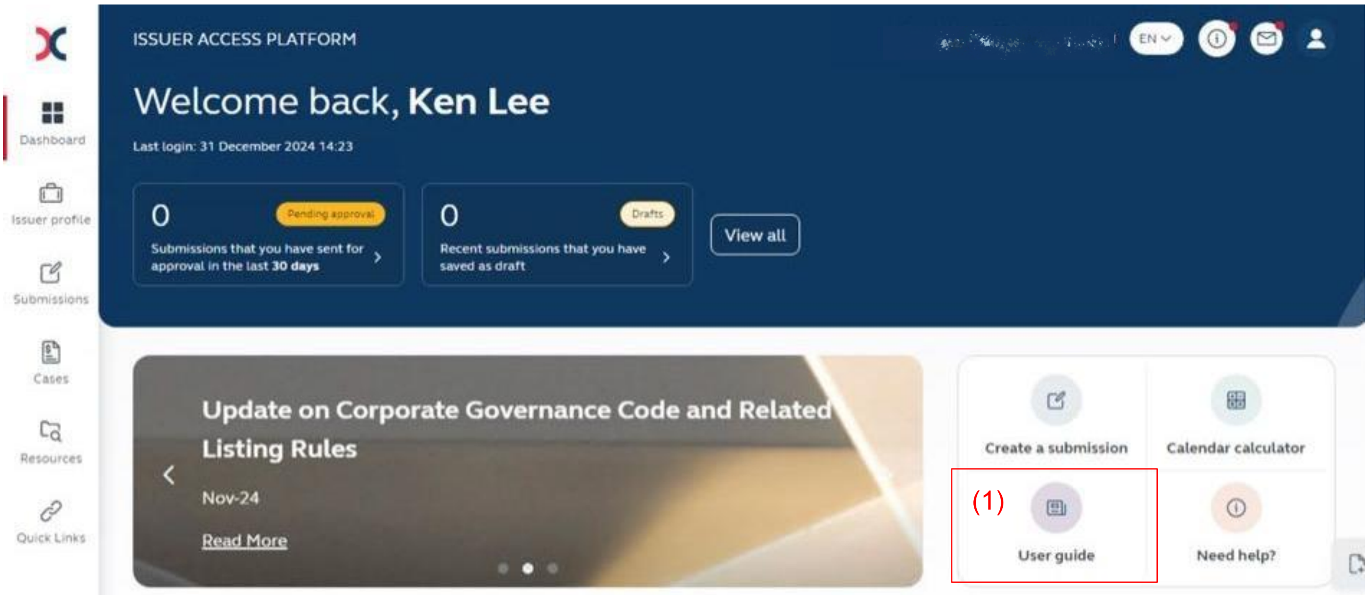
Companies tend to seek initial public offerings (IPOs) in their domestic markets first, but may consider or prefer primary or secondary listings in overseas markets for various reasons, including widening their investor bases and funding channels, supporting business expansion and cooperation, enhancing their global standings and brand awareness, and pursuing listing regimes and related disclosure and governance requirements that meet investors' needs.

## 6.8 User guide

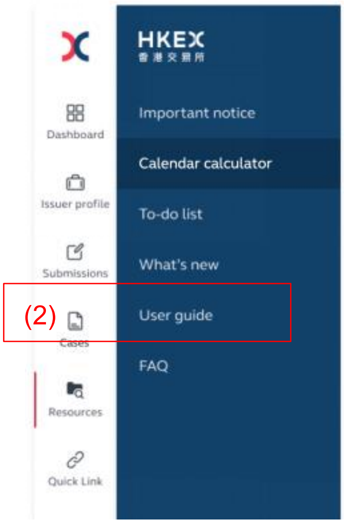
### User guide entry point

Access the user guide by clicking:

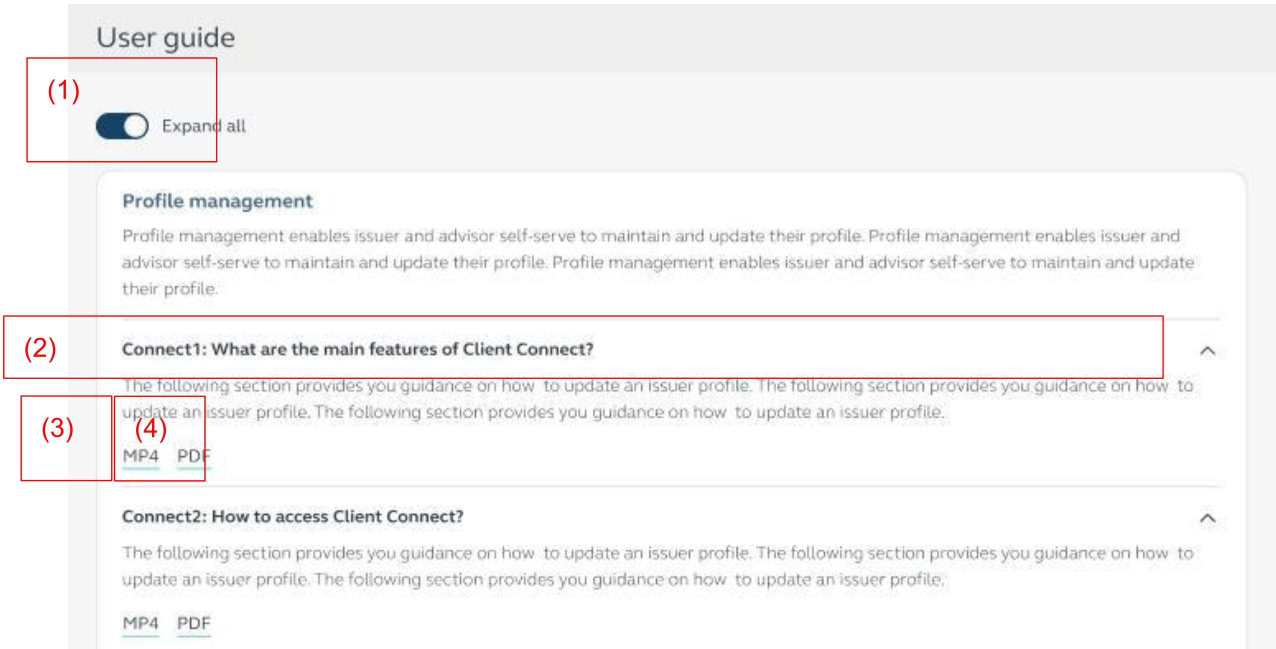
(1) the User guide (User guide) icon on Dashboard, you will be navigated to the User guide list page.




(2) the "Resources" icon (Resources) in the left navigation panel to expand the sub-menu, then clicking the User guide on the sub-menu, you will be navigated to the User guide list page.




## User guide list page




You can view all the user guide(s) on this page.

(1) Switch on the Expand all toggle Expand all to expand all user guide item(s) and view details of each user guide. Switch off the Expand all toggle Expand all to collapse all user guide item(s).

(2) Click the arrow or the user guide item. You can expand or collapse the description of the item.

(3) Click MP4, the Video player dialog will pop up. You can view the MP4 video related to the item on the dialog.

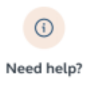
(4) Click PDF, a new tab page will be opened in your web browser. You can view the PDF file related to the item on that page.

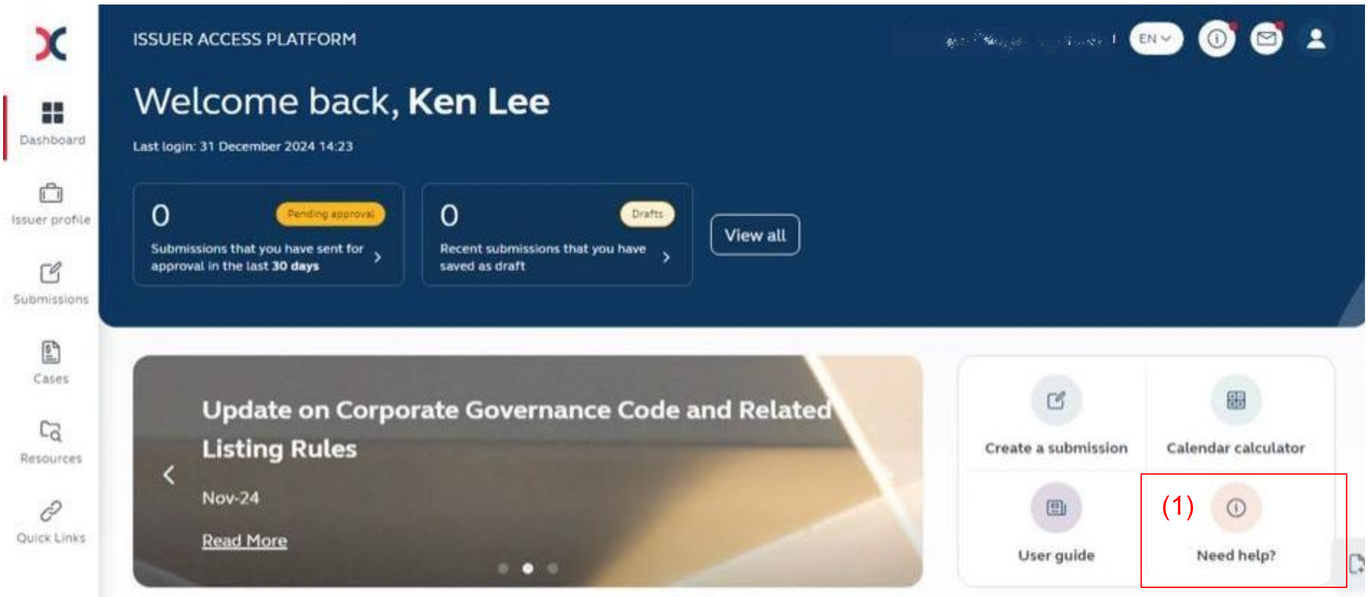
## 6.9 FAQ

Use this function to view FAQ in HKEX IAP.

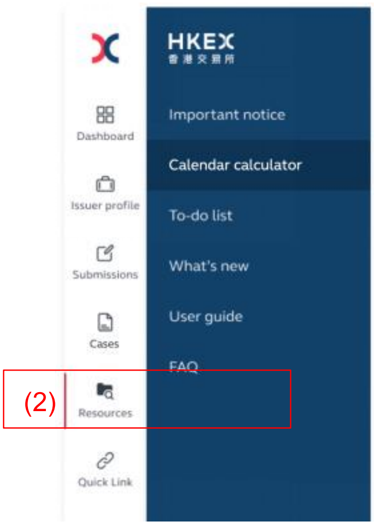
### FAQ entry point

Access the FAQ by clicking:

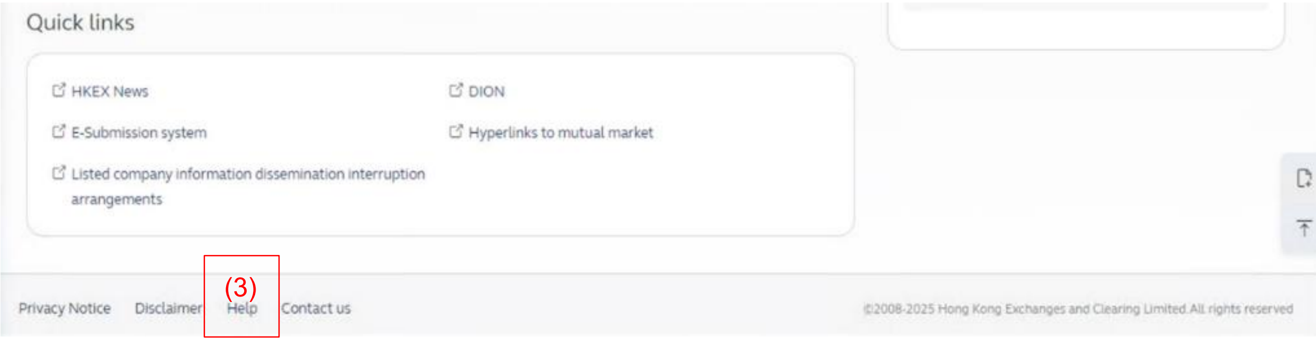
(1) the Need help?  icon on Dashboard, you will be navigated to the FAQ list page.



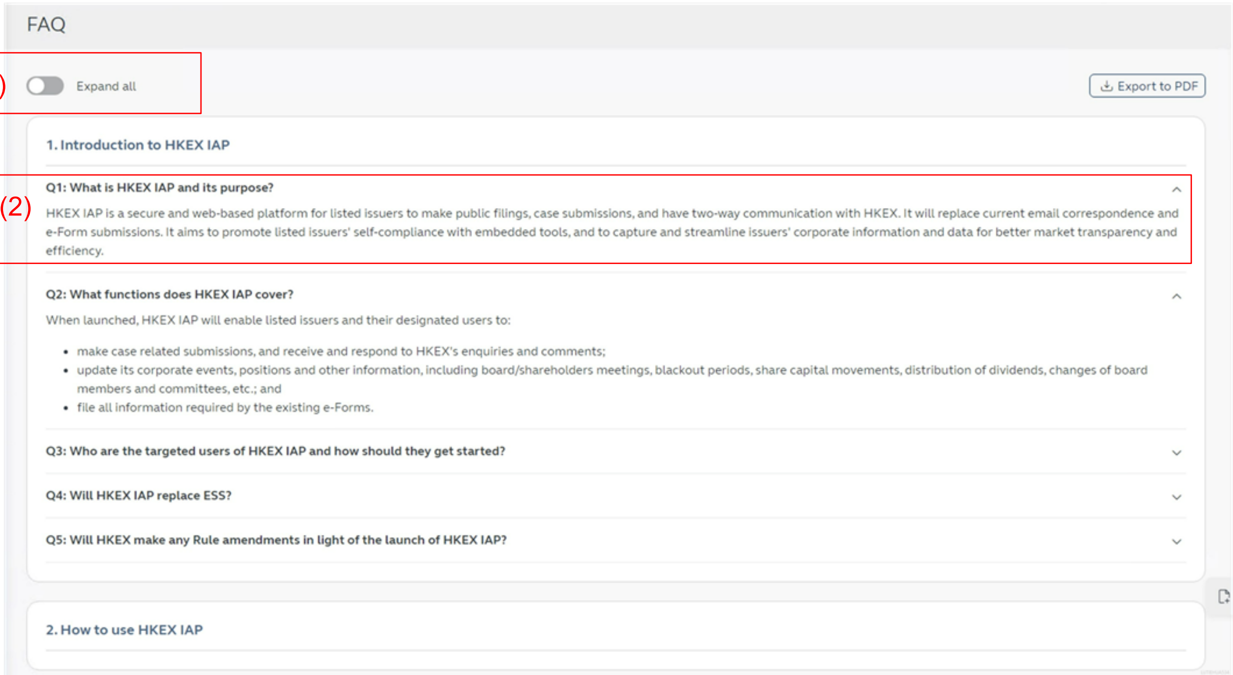

(2) the "Resources" icon  in the left navigation panel to expand the sub-menu, then clicking the FAQ on the sub-menu, you will be navigated to the FAQ list page .



(3) Help Help on the footer of any page, you will be navigated to the FAQ list page.




### FAQ list page




You can view all the frequently asked question(s) and the answer(s) on the FAQ list page.

(1) Switch on the Expand all toggle Expand all to expand all FAQ item(s) and view details of each FAQ. Switch off the Expand all toggle Expand all to collapse all FAQ item(s).

(2) Click the arrow or the question to expand or collapse the answer.

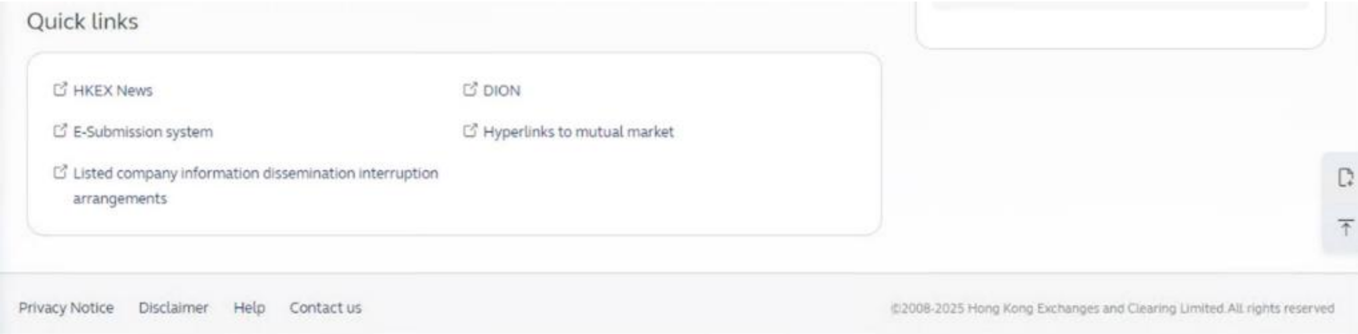
## 6.10 Quick links

Use this function to access important websites and platforms, such as HKEXnews and DION.

### Quick links entry point

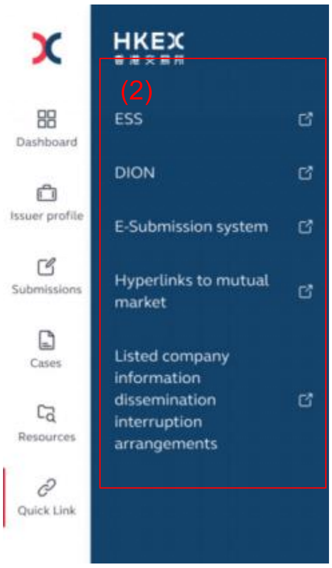
Access the quick links by clicking:

(1) link name on the "Quick links widget" on Dashboard to open the relevant web page.




(2) the "Resources" icon 

in the left navigation panel to expand the sub-menu, then clicking link name on the sub-menu to open the relevant web page.




Note: the link names are configured by HKEX internal user, so they might be different from those shown in the above.

## 6.11 Print

1. Export to PDF: 

button will be available on certain pages, e.g. the Submission review page, Submission detail page and Calendar calculator page.
2. Click this button to export the web page content to an A4 size PDF file with all accordions expanded. The PDF file looks the same regardless of the device you use.
3. After that, you can print the PDF file by yourself.