



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

## User Guide

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## Table of Contents

<b>1. INTRODUCTION .....</b>	<b>1</b>
1.1 What is the HKEX IAP? .....	1
1.2 Why do we need the HKEX IAP? .....	2
1.3 Relationship between HKEX IAP, EDS, ESS, and the revamped Exchange website .....	3
1.3.1 Relationship between HKEX IAP and ESS .....	3
1.3.2 Relationship between HKEX IAP and the revamped Exchange website .....	3
1.4 Operating hours of HKEX IAP .....	3
1.5 Prerequisite to use HKEX IAP .....	4
<b>2. GETTING STARTED .....</b>	<b>4</b>
2.1 Onboarding .....	4
2.1.1 New issuer/adviser onboarding .....	4
2.1.1.1 Company registration .....	5
2.1.1.2 Functional roles granting .....	13
2.1.1.3 Issuer profile setup .....	13
2.1.2 Existing issuer onboarding and data preparation .....	13
2.2 Functional roles granting .....	15
2.2.1 Functional roles .....	15
2.2.2 User management .....	16
2.2.2.1 Issuer user management .....	17
2.2.2.2 Delegation management (for issuer) .....	24
2.2.2.3 Adviser user management .....	29
2.2.2.4 Delegation management (for adviser) .....	38
2.3 Issuer profile setup .....	41
2.3.1 New issuer .....	41
Step 1. Setup issuer profile .....	42
Step 2. Submit to HKEX .....	49
Step 3. HKEX approval .....	49
2.3.2 Existing issuer .....	50
Step 1. Setup issuer profile .....	51
Step 2. Submit to HKEX .....	52
Step 3. HKEX approval .....	52
<b>3. ISSUER ACCESS PLATFORM OVERVIEW .....</b>	<b>53</b>
3.1 User account activation .....	53
Step 1. Activate account .....	54
Step 2. OTP verification .....	55
Step 3. Create password .....	56
Step 4. Token enrolment .....	57
3.2 Login .....	58
Step 1. Login .....	58
Step 2. OTP verification .....	59
3.3 Forget password .....	60
Step 1. Forget password .....	60
Step 2. OTP verification .....	61
Step 3. Change password .....	61

<b>3.4 Dashboard</b>	<b>62</b>
<b>3.5 Settings</b>	<b>66</b>
3.5.1 Phone	67
3.5.2 My ESS account	67
<b>3.5.2.1 Link ESS account</b>	<b>68</b>
<b>3.5.2.2 Unlink ESS account</b>	<b>68</b>
3.5.3 My access & delegation	69
3.5.4 Password management	69
<b>Step 1. Current password</b>	<b>69</b>
<b>Step 2. Change password</b>	<b>70</b>
<b>Step 3. OTP verification</b>	<b>70</b>
3.5.5 Notification preference setting	71
<b>3.6 Log out</b>	<b>72</b>
3.6.1 User-initiated logout	73
3.6.2 System-initiated logout	73
<b>3.7 Offboarding</b>	<b>74</b>
<b>4. COMPANY PROFILE</b>	<b>74</b>
4.1 Company profile overview	74
4.2 Issuer profile management (for Main Board or GEM issuer)	75
4.3 Issuer profile management (for Exchange traded product issuer)	83
4.4 Product and scheme management	90
4.4.1 Product management	90
4.4.2 Scheme management	92
4.5 Adviser profile management	94
<b>5. SUBMISSIONS AND CASES</b>	<b>96</b>
5.1 Profile management related submission	96
5.1.1 Overview	96
5.1.1.1 Enter landing page	98
5.1.1.2 Provide additional information	102
5.1.1.3 Review and submit	105
5.1.1.4 Approve or reject a submission	106
5.1.1.5 Acknowledgement	108
5.1.2 Corporate events	110
A. Blackout period	110
B. Board meeting	113
C. Dividend	115
D. Shareholder meeting	122
E. Trading arrangement	125
5.1.3 Corporate and personnel changes	126
F. Corporate information change	127
G. Corporate positions and committees changes	136
5.1.4 Share capital	143
H. Share capital change (Next Day Disclosure Return, NDDR)	143
I. Share capital change and confirmation (Monthly Return, MR)	157
5.2 Submission to HKEX	163
5.3 Cases	165
A. Cases	165
A.1 Create a new case	166
A.2 Edit a case	169
A.3 Manage a case	170

B. Case submission .....	180
B.1 Make submission under action item(s) .....	182
B.2 Review and submit a case submission .....	200
B.3 Approve or reject a case submission .....	202
B.4 Acknowledgement .....	203
C. Scenarios .....	204
C.1 Rights issue / Open offer .....	207
C.2 Bonus issue of shares / warrants .....	208
C.3 Listing of warrants/ preference shares .....	209
C.4 Scrip dividend / capitalisation issue .....	209
C.5 Issue of unlisted convertible debt securities/ convertible equity securities .....	210
C.6 Issue of preference shares .....	210
C.7 Spin-off .....	211
C.8 Change in domicile .....	211
C.9 Connected transaction / Continuing connected transaction .....	211
C.10 Share Transaction / Discloseable Transaction .....	212
C.11 Major transaction – acquisition / disposal / others .....	212
C.12 Reverse takeover/ Extreme transaction/ Very Substantial Acquisition / Very Substantial Disposal 213	
C.13 Adoption of share scheme .....	213
C.14 Capital reduction .....	214
C.15 Change in board lot .....	214
C.16 Change of company name .....	215
C.17 Issue of shares / Refreshment of general mandate limit .....	215
C.18 Refreshment of share scheme limit .....	215
C.19 Share consolidation .....	216
C.20 Share subdivision .....	216
C.21 Addition of a new currency counter .....	217
C.22 Privatisation / Withdrawal of listing .....	217
C.23 Takeover/ general offer .....	218
C.24 Suspension/ resumption related matters .....	218
C.25 Withdrawal of listing of warrant .....	218
 5.4 Submission summary .....	 219
5.4.1 Enter submission summary .....	219
5.4.2 Submission summary .....	219
5.4.3 Submission detail page .....	221
 <b>6. GENERAL .....</b>	 <b>222</b>
6.1 Switch profile .....	222
6.2 Switch language .....	222
6.3 Inbox .....	223
6.4 Important notice .....	227
6.5 Calendar calculator .....	229
6.6 To-do list .....	232
6.7 What's new .....	237
6.8 User guide .....	239
6.9 FAQ .....	241
6.10 Quick links .....	242
6.11 Print .....	243



**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**

*HKEX and/or its subsidiaries have endeavoured to ensure the accuracy and reliability of the information provided in this document, but do not guarantee its accuracy and reliability and accept no liability (whether in tort or contract or otherwise) for any loss or damage arising from any inaccuracy or omission or from any decision, action or non-action based on or in reliance upon information contained in this document.*

# 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
<a href="#">Corporate events</a>	<a href="#">Blackout period</a>
	<a href="#">Board meeting</a>
	<a href="#">Dividend</a>
	<a href="#">Shareholder meeting</a>
	<a href="#">Trading arrangement</a>
<a href="#">Corporate and personnel changes</a>	<a href="#">Corporate information changes</a>
	<a href="#">Corporate positions and committees changes</a>
<a href="#">Share capital</a>	<a href="#">Share capital change</a> (Next Day Disclosure Return, NDDR)
	<a href="#">Share capital change and confirmation</a> (Monthly Return, MR)
<a href="#">Cases</a>	<a href="#">Case submission</a>

	Submission type
<a href="#">Submission to HKEX</a>	<a href="#">Submission to HKEX</a> (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](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".

#### Access the platform

To access the HKEX Issuer Access Platform, please use the links below. If you are a first-time user, you will need to activate your account or register your company with the platform first.

Click [here](#) for detailed instructions.

Login / User account activation >

Company registration >



To complete the company registration, there are 6 steps:

Step 1. Company registration

Step 2. About the company

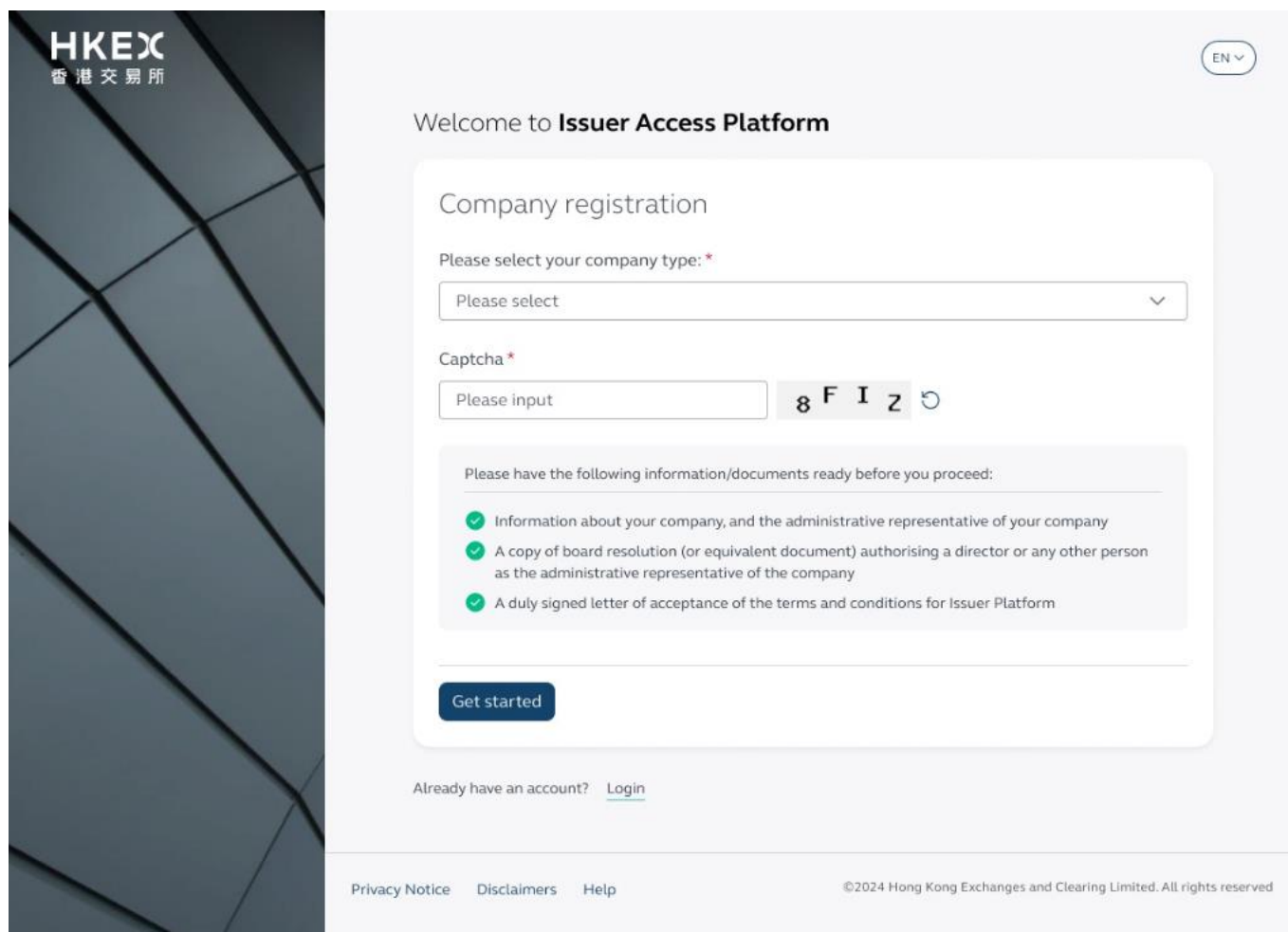
Step 3. Personal information

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

Step 5. Supporting documents to HKEX

Step 6. Review & submit

## Step 1. Company registration



The screenshot shows the HKEX Issuer Access Platform registration page. On the left is the HKEX logo with the text '香港交易所'. The main heading is 'Welcome to Issuer Access Platform'. Below this is a 'Company registration' section. It includes a dropdown menu for 'Please select your company type: \*' with the placeholder 'Please select'. Below that is a 'Captcha \*' section with an input field 'Please input' and a captcha image showing the characters '8 F I Z' with a refresh icon. A list of requirements follows: 'Please have the following information/documents ready before you proceed:' with three items: 'Information about your company, and the administrative representative of your company', 'A copy of board resolution (or equivalent document) authorising a director or any other person as the administrative representative of the company', and 'A duly signed letter of acceptance of the terms and conditions for Issuer Platform'. A 'Get started' button is at the bottom of the registration form. Below the button is a link 'Already have an account? Login'. At the very bottom are links for 'Privacy Notice', 'Disclaimers', and 'Help', and a copyright notice '©2024 Hong Kong Exchanges and Clearing Limited. All rights reserved'.

### 1. You must select company type and input captcha:

#### (1) Company type:

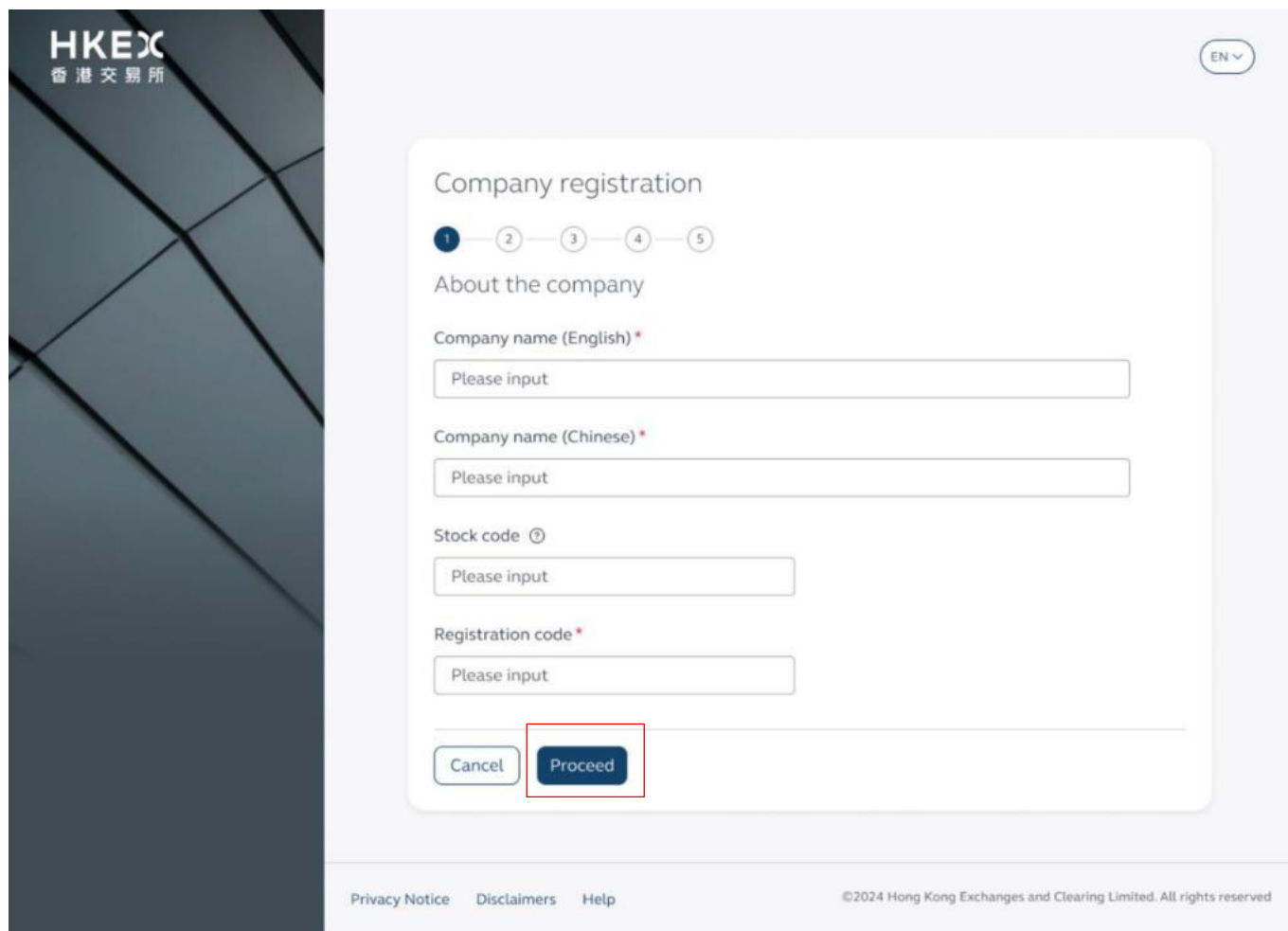
- 1) if your company type is “Main Board or GEM issuer”, please select “Main Board or GEM issuer” from the drop-down list
- 2) if your company type is “Exchange traded product issuer”, please select “Exchange traded product issuer” from the drop-down list
- 3) otherwise, please select “Adviser” from 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 to move to Step 2. About the company.



## Step 2. About the company



The screenshot shows the HKEX (Hong Kong Exchanges and Clearing Limited) website interface for company registration. The header includes the HKEX logo and a language selector set to 'EN'. The main content area is titled 'Company registration' and features a progress indicator with five steps: 1 (selected), 2, 3, 4, and 5. Below the progress indicator, the section is titled 'About the company'. It contains four input fields: 'Company name (English) \*', 'Company name (Chinese) \*', 'Stock code ⓘ', and 'Registration code \*'. Each field has a placeholder text 'Please input'. At the bottom of the form, there are two buttons: 'Cancel' and 'Proceed'. The 'Proceed' button is highlighted with a red rectangular box. The footer of the page includes links for 'Privacy Notice', 'Disclaimers', and 'Help', along with a copyright notice: '©2024 Hong Kong Exchanges and Clearing Limited. All rights reserved'.

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



### Step 3. Personal information

HKEX  
香港交易所

EN

#### Company registration

1 2 3 4 5

#### Personal information

##### Admin information

Salutation \*  
Please select

User name \*  
Please input

First name(English) \* ⓘ  
Please input

Last name(English) \* ⓘ  
Please input

First name(Chinese) \* ⓘ  
Please input

Last name(Chinese) \* ⓘ  
Please input

Email address \*  
Please input

Mobile number \*  
Please select Please input

##### Contact person information

☐ Same as Admin information

First name(English) \* ⓘ  
Please input

Last name(English) \* ⓘ  
Please input

Email address \*  
Please input

Mobile number  
Please select Please input

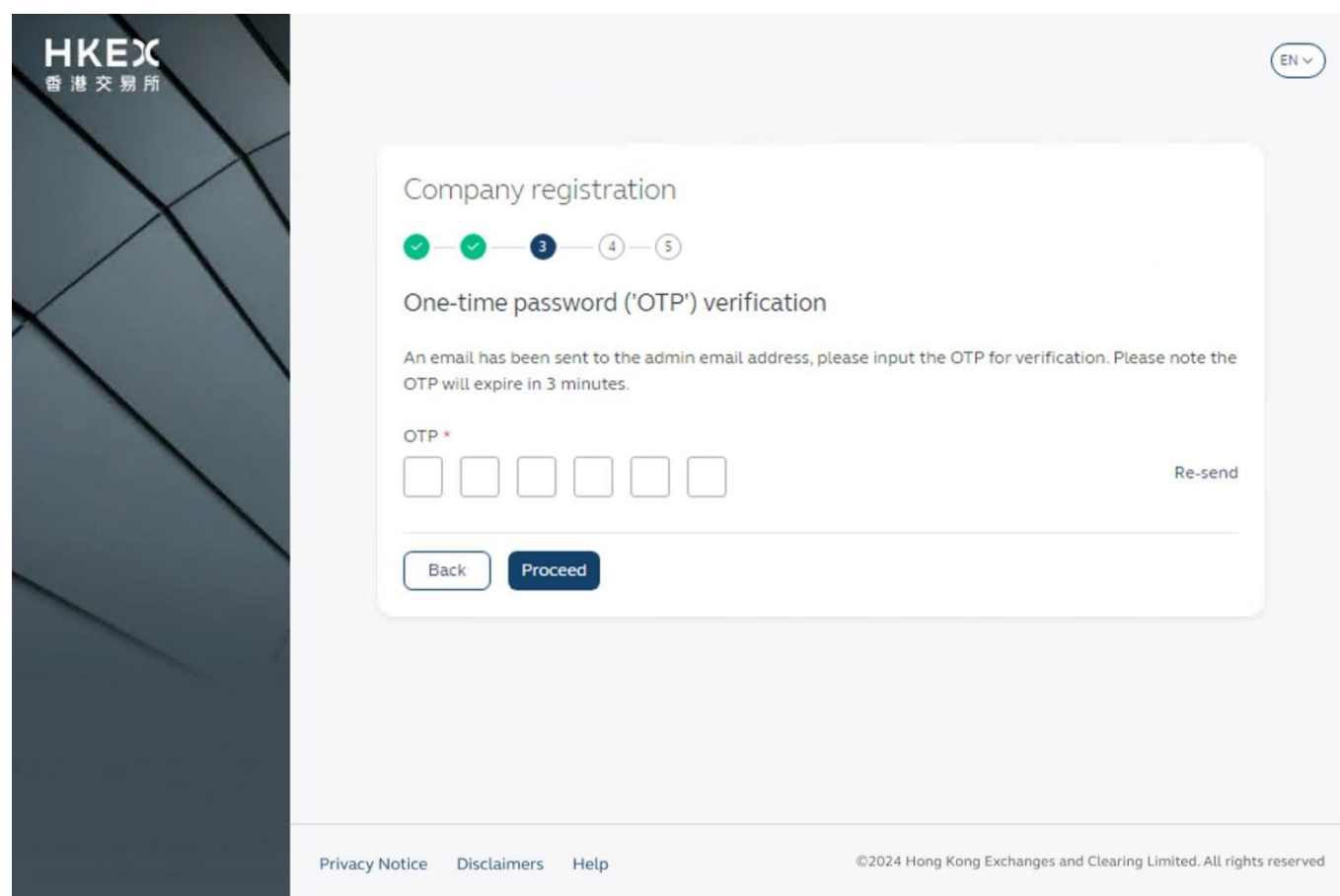
Back Proceed

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](#) 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](#), you can return back to the previous step and update.

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



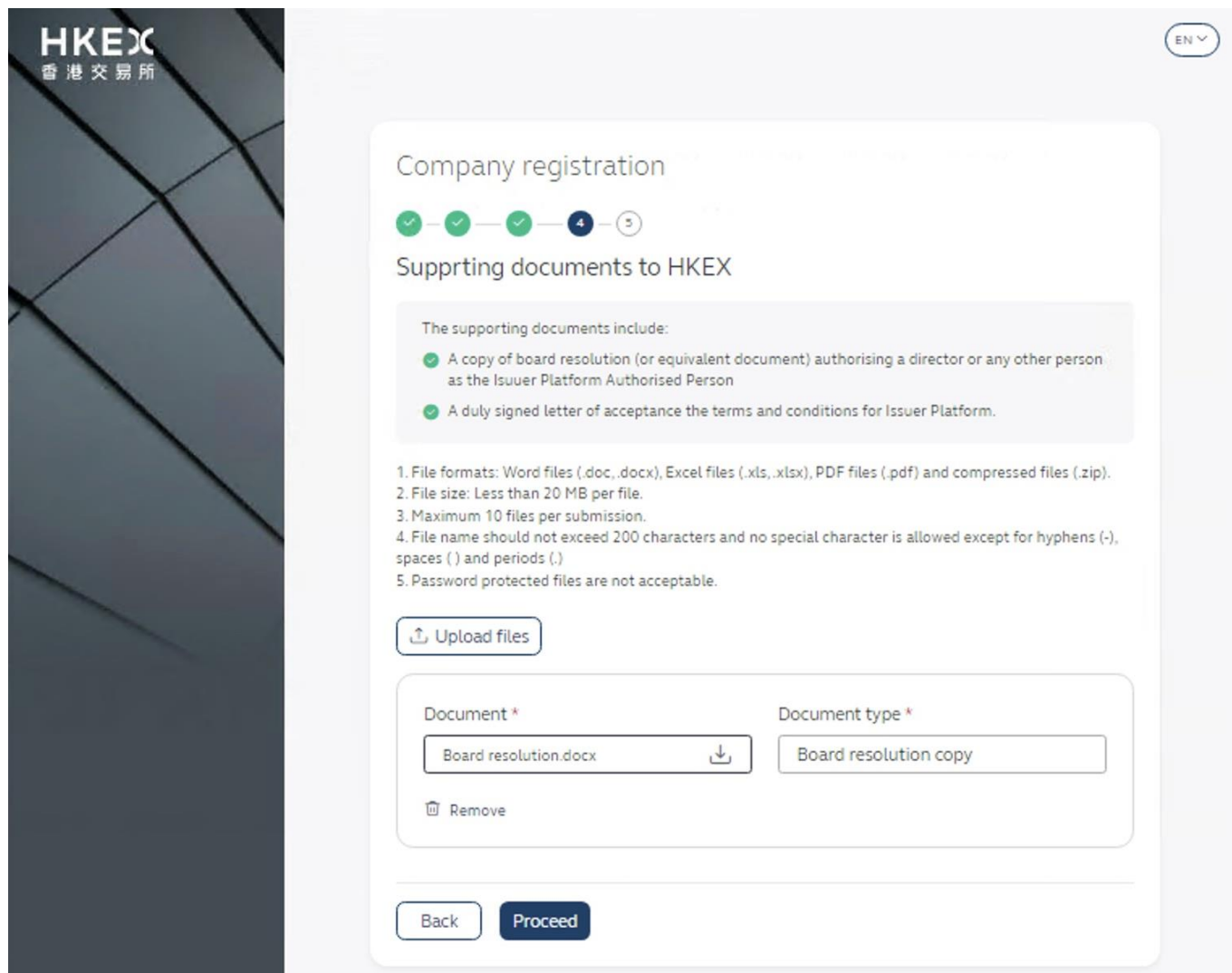
The screenshot displays the HKEX (Hong Kong Exchanges and Clearing Limited) website interface for company registration. The header includes the HKEX logo and a language selector set to 'EN'. The main content area is titled 'Company registration' and shows a progress bar with five steps: 1 and 2 are completed (green checkmarks), 3 is the current step (blue circle), and 4 and 5 are pending (grey circles). Below the progress bar, the section is titled 'One-time password ("OTP") verification'. A message states: 'An email has been sent to the admin email address, please input the OTP for verification. Please note the OTP will expire in 3 minutes.' There is a label 'OTP \*' followed by six input boxes for the digits. A 'Re-send' link is positioned to the right of the input boxes. At the bottom of the form, there are 'Back' and 'Proceed' buttons. The footer contains links for 'Privacy Notice', 'Disclaimers', and 'Help', along with the copyright notice: '©2024 Hong Kong Exchanges and Clearing Limited. All rights reserved'.

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

2. Once completed, click [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



The screenshot shows the HKEX (Hong Kong Exchange) website interface for the 'Company registration' process. The page is titled 'Supporting documents to HKEX'. It features a progress bar with five steps, where the fourth step is currently active. The page lists the required supporting documents and provides a list of file format rules. Below this, there is an 'Upload files' button and a table for document uploads. The table has two columns: 'Document' and 'Document type'. One document, 'Board resolution.docx', is already uploaded, and its type is 'Board resolution copy'. At the bottom of the page, there are 'Back' and 'Proceed' buttons.

HKEX  
香港交易所

Company registration

Supporting documents to HKEX

The supporting documents include:

- A copy of board resolution (or equivalent document) authorising a director or any other person as the Issuer Platform Authorised Person
- A duly signed letter of acceptance the terms and conditions for Issuer Platform.

1. File formats: Word files (.doc, .docx), Excel files (.xls, .xlsx), PDF files (.pdf) and compressed files (.zip).  
2. File size: Less than 20 MB per file.  
3. Maximum 10 files per submission.  
4. File name should not exceed 200 characters and no special character is allowed except for hyphens (-), spaces ( ) and periods (.).  
5. Password protected files are not acceptable.

Upload files

Document *	Document type *
Board resolution.docx	Board resolution copy

Remove

Back Proceed

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

HKEX  
香港交易所

EN

Company registration

Review & submit

Company Information

Company name(English)  
Tianjin Tech Holdings

Company name(Chinese)  
天津科技有限公司

Stock code  
77030

Company type  
Main Board or GEM Board issuer

Registration code  
cr\_code\_equity\_77030

Personal Information

Admin Information

Salutation  
Mr.

User name  
ll

First name(English)  
Li

Last name(English)  
Li

First name(Chinese)  
李

Last name(Chinese)  
李

Email address  
ip-user-600@james.local

Mobile telephone number  
+86 12345678

Contact person information

First name(English)  
Li

Last name(English)  
Li

Email address  
ip-user-600@james.local

Mobile telephone number  
+86 12345678

Supporting documents to HKEX


Document

Board resolution.docx


Document type  
Board resolution copy

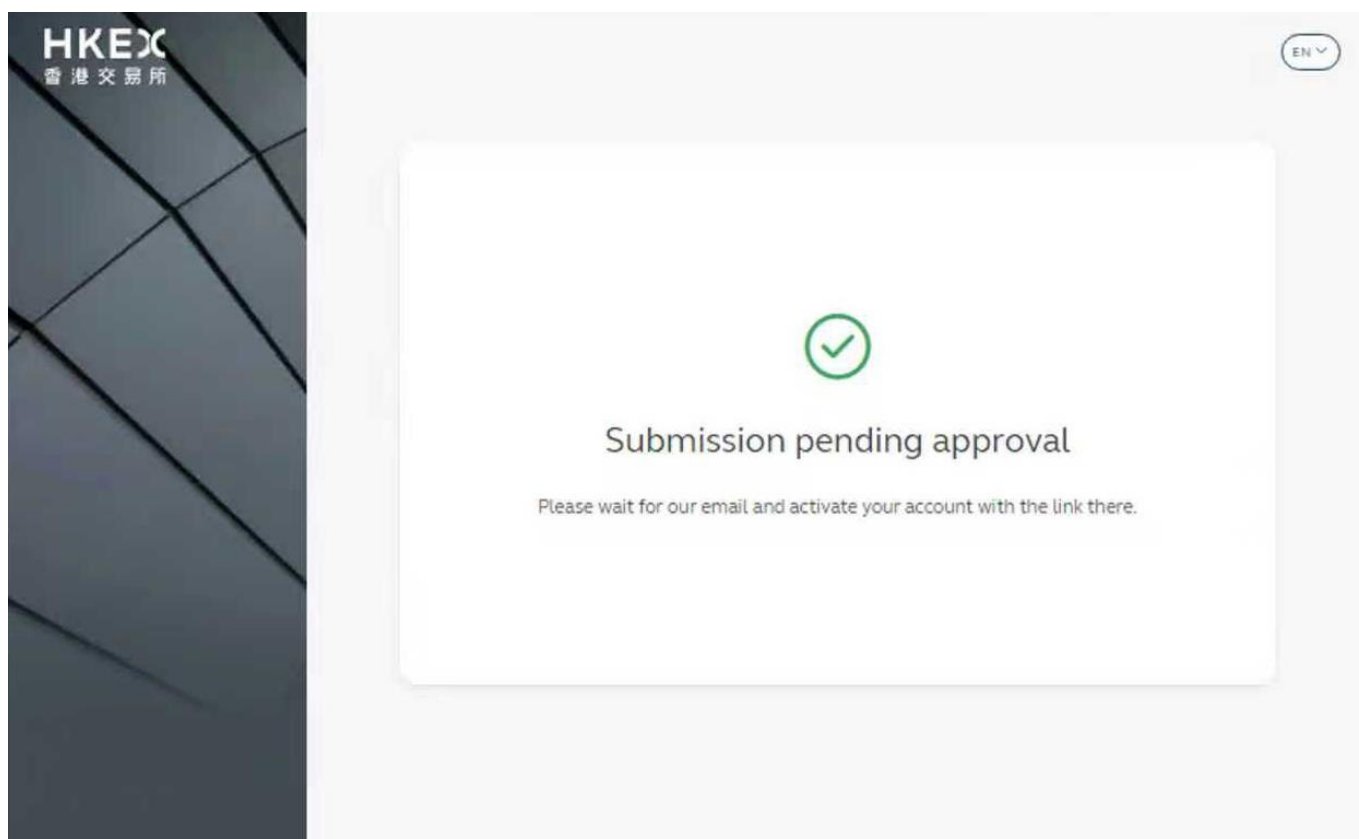
Back

Submit

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

2. Click 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  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.



Publication information

Please be reminded that information below will be used to generate a Notice of Change for this submission.

Whether the issuer intends to publish the Notice of Change to HKEXNews?

☒ Yes

☐ No

- (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 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 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

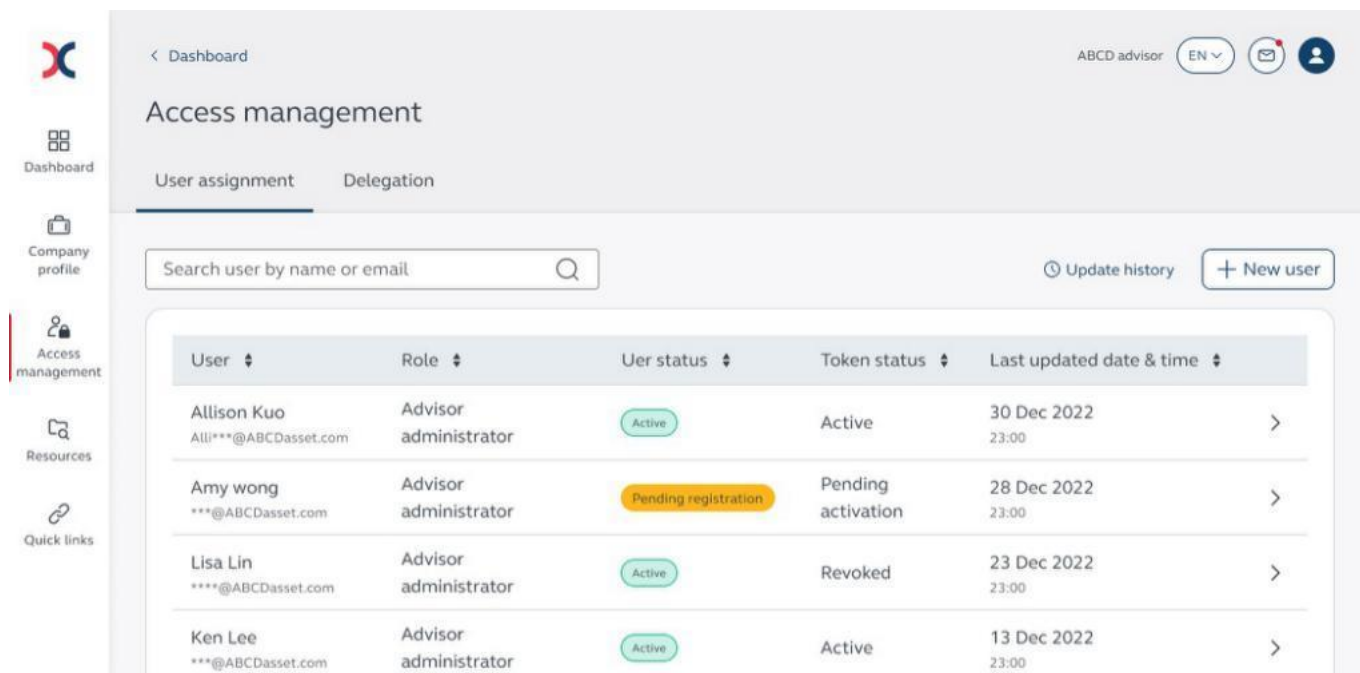
Functions detailed in this section is for:

1. Issuer administrator user to manage issuer user and delegation

The screenshot displays the 'Access management' interface, specifically the 'User permission' tab. The interface includes a sidebar with navigation links for Dashboard, Access management, and Quick Links. The main content area shows a table of users with the following columns: User, Role, Status, and Last updated date and time. The table lists four users: Ken Lee (Issuer representative, Active), Amy Wong (Authorised representative, Active), Lisa Lin (Issuer administrator, Active), and Jack Chang (Issuer representative, Inactive). The interface also includes a search bar, a 'Change history' link, and a 'New User' button.

User	Role	Status	Last updated date and time
Ken Lee KenLee@enjoy.com	Issuer representative	Active	20 December 2023 09:00
Amy Wong AmyWong@enjoy.com	Authorised representative	Active	20 December 2023 09:01
Lisa Lin LisaLin@enjoy.com	Issuer administrator	Active	20 December 2023 09:02
Jack Chang JackChang@enjoy.com	Issuer representative	Inactive	4 November 2022 09:03


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

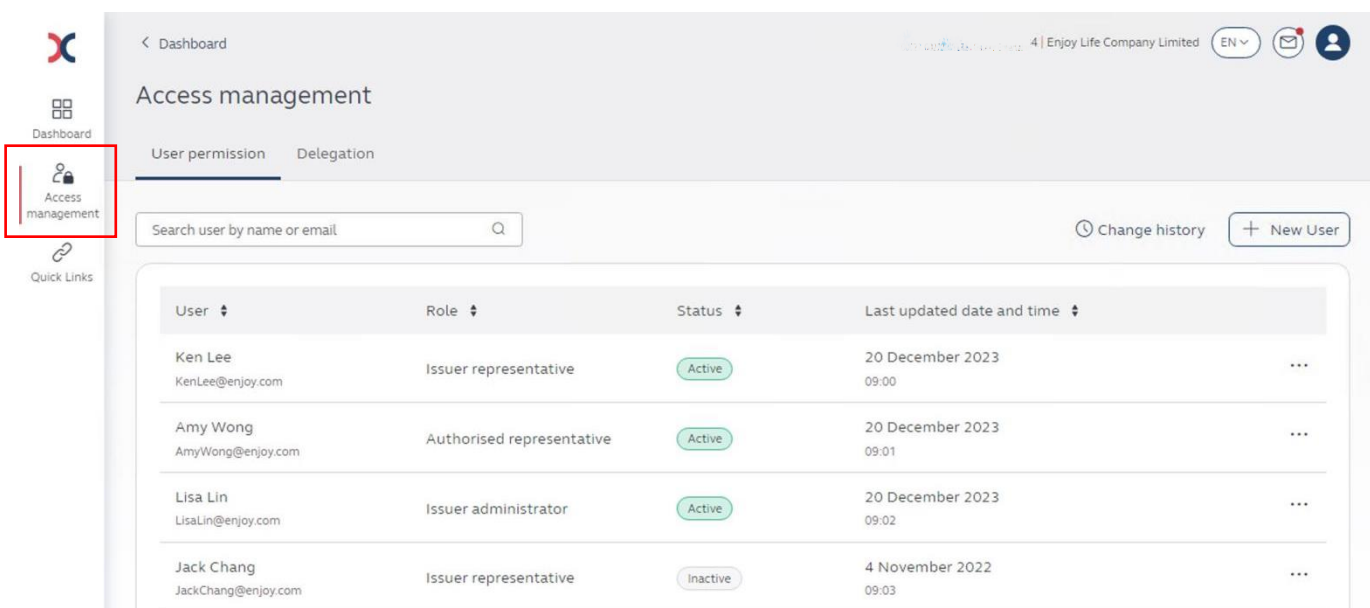


The screenshot shows the 'Access management' dashboard. The left navigation bar includes 'Dashboard', 'Company profile', 'Access management' (highlighted with a red box), 'Resources', and 'Quick links'. The main content area has a 'Dashboard' breadcrumb, 'ABCD advisor' user info, and 'EN' language selector. Below the 'Access management' title are tabs for 'User assignment' and 'Delegation'. A search bar 'Search user by name or email' is present. A table lists users with columns: User, Role, Uer status, Token status, and Last updated date & time. The table contains four rows of user data.

User	Role	Uer status	Token status	Last updated date & time
Allison Kuo Alli***@ABCDasset.com	Advisor administrator	Active	Active	30 Dec 2022 23:00
Amy wong ***@ABCDasset.com	Advisor administrator	Pending registration	Pending activation	28 Dec 2022 23:00
Lisa Lin ****@ABCDasset.com	Advisor administrator	Active	Revoked	23 Dec 2022 23:00
Ken Lee ***@ABCDasset.com	Advisor administrator	Active	Active	13 Dec 2022 23:00

### 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.

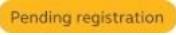
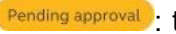




The screenshot shows the 'User permission' page. The left navigation bar has 'Access management' highlighted with a red box. The main content area shows 'User permission' and 'Delegation' tabs. A search bar 'Search user by name or email' is present. A table lists users with columns: User, Role, Status, and Last updated date and time. The table contains four rows of user data.

User	Role	Status	Last updated date and time
Ken Lee KenLee@enjoy.com	Issuer representative	Active	20 December 2023 09:00
Amy Wong AmyWong@enjoy.com	Authorised representative	Active	20 December 2023 09:01
Lisa Lin LisaLin@enjoy.com	Issuer administrator	Active	20 December 2023 09:02
Jack Chang JackChang@enjoy.com	Issuer representative	Inactive	4 November 2022 09:03


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

### Add new user

#### User information

User ID \*

12356\_

Email address \*

Please input

First name (English) \*

Please input

Last name (English) \*

Please input

Phone number \*

+852 ▾

Please input

#### Permission Details

Role \* ⓘ

Please select ▾

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Cancel

Confirm

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:

#### Permission details

Role \* ⓘ

Issuer administrator ▾

Only access management permissions will be assigned for this role

(2) If you selected “Authorized 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 manage 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 5.1 Profile 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.

Role \* ⓘ

Issuer representative ▼ ☐ Set as case owner

Permission for submission and company profile	Submitter	Approver
Blackout notification	<input type="checkbox"/>	--
Board meeting	<input type="checkbox"/>	<input type="checkbox"/>
Dividend	<input type="checkbox"/>	<input type="checkbox"/>
Shareholder meeting	<input type="checkbox"/>	--
Trading arrangement publication	<input type="checkbox"/>	<input type="checkbox"/>
Share capital change	<input type="checkbox"/>	<input type="checkbox"/>
Share capital change and confirmation	<input type="checkbox"/>	<input type="checkbox"/>
Corporate information changes	<input type="checkbox"/>	<input type="checkbox"/>
Corporate positions and committees changes	<input type="checkbox"/>	<input type="checkbox"/>

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

View user permission

Roy Fung

Active Account locked

Manage user permission

User information



User ID	Email address	Name
12345_roy	royford@sbcd.com	Roy Fung
Token Status	Phone number	
Active	+852 1234****	

Permission Details

Role	Set as case owner	
Issuer representative	Yes	
Permission for submission and company profile	Submitter	Approver
Blackout notification	✓	--
Board meeting	✓	✓
Dividend	✓	✓

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  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  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

### Edit user information and permission

#### User information

User ID	Email address	Name
12345_ray	royf***@sbcd.com	Roy Fung
User status	Token Status	
Active	Active	

Phone number \*

+852 ▼ 1234\*\*\*\*

#### Permission Details

Role \* ⓘ

Issuer administrator ▼


Only access management permissions will be assigned to this role.

By submitting this information, you represent and warrant that you have obtained consents from the individuals to share their personal data with HKEX (and its personal data transferees summarised in the Privacy Notice) and where applicable, disclose it onto HKEXnews and any other applicable websites maintained by HKEX.

閣下提交此等資料，即表示閣下聲明及保證已獲得有關人士的同意，以便與香港交易所(及在其隱私聲明中概述的個人資料受讓人)分享其個人資料，並(如適用)於披露易或其他香港交易所維護的其他網站發佈。

Cancel Confirm

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.

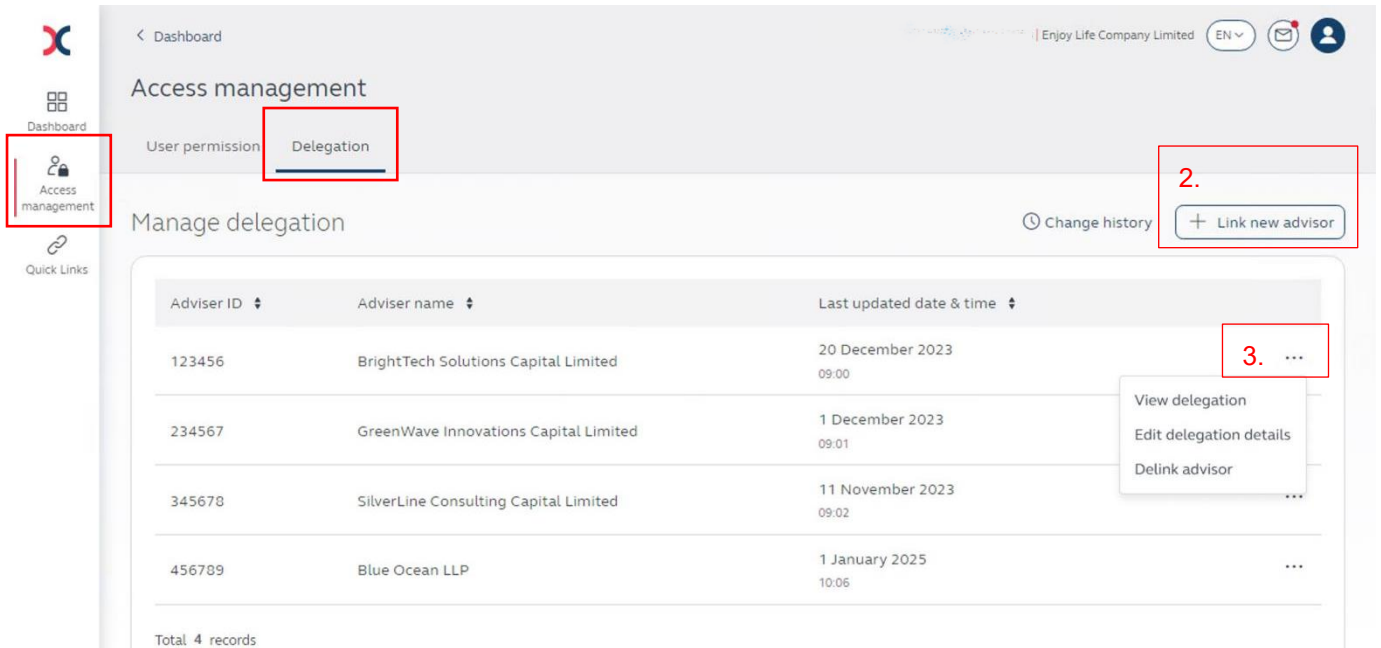
### 2.2.2.2 Delegation management (for issuer)

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:

### Link new advisor

Advisor information

Advisor \* ⓘ

Delegation details

Permission for submission and company profile	Submitter	Approver
Blackout notification	<input checked="" type="checkbox"/>	--
Board meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dividend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shareholder meeting	<input checked="" type="checkbox"/>	--
Trading arrangement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Share capital change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Share capital change and confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corporate information changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corporate positions and committees changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. Click Confirm , you can link the new adviser to your company.

## View delegation details page

View delegation

Delink advisor

Edit delegation details

Advisor information

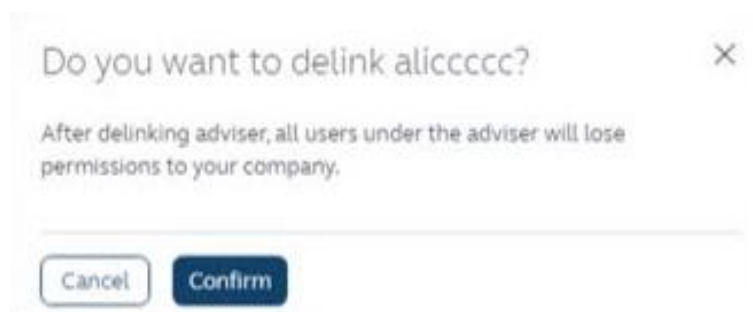
Advisor ID

Advisor name

Delegation details

Permission for submission and company profile	Submitter	Approver
Blackout notification	✓	--
Board meeting	✓	✓
Dividend	✓	✓
Shareholder meeting	✓	--

1. You can view “Advisor 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

Edit delegation

Advisor information

Advisor name

Delegation details

Permission for submission and company profile	Submitter	Approver
Blackout notification	<input checked="" type="checkbox"/>	--
Board meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dividend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shareholder meeting	<input checked="" type="checkbox"/>	--
Trading arrangement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Share capital change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Share capital change and confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corporate information changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corporate positions and committees changes	--	--

Cancel


Confirm

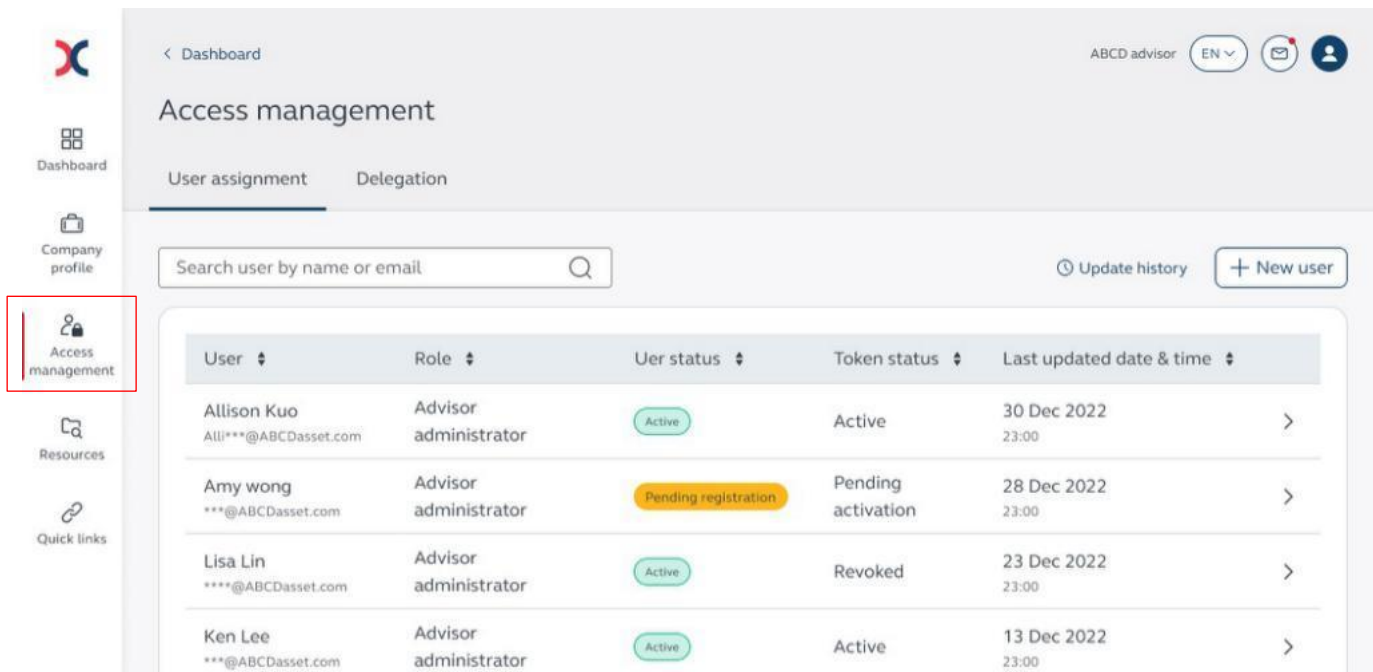
1. You can edit “Delegation details” of an adviser company on this page.
2. Click Confirm 

Confirm

, you can submit the change.


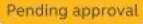


### 2.2.2.3 Adviser user management

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




The screenshot shows the 'Access management' page with a sidebar on the left containing icons for Dashboard, Company profile, Access management (highlighted), Resources, and Quick links. The main content area has a header 'Access management' with tabs for 'User assignment' and 'Delegation'. Below the header is a search bar 'Search user by name or email' and buttons for 'Update history' and '+ New user'. A table lists four users:

User	Role	User status	Token status	Last updated date & time
Allison Kuo All***@ABCDasset.com	Advisor administrator	Active	Active	30 Dec 2022 23:00
Amy wong ***@ABCDasset.com	Advisor administrator	Pending registration	Pending activation	28 Dec 2022 23:00
Lisa Lin ****@ABCDasset.com	Advisor administrator	Active	Revoked	23 Dec 2022 23:00
Ken Lee ***@ABCDasset.com	Advisor administrator	Active	Active	13 Dec 2022 23:00

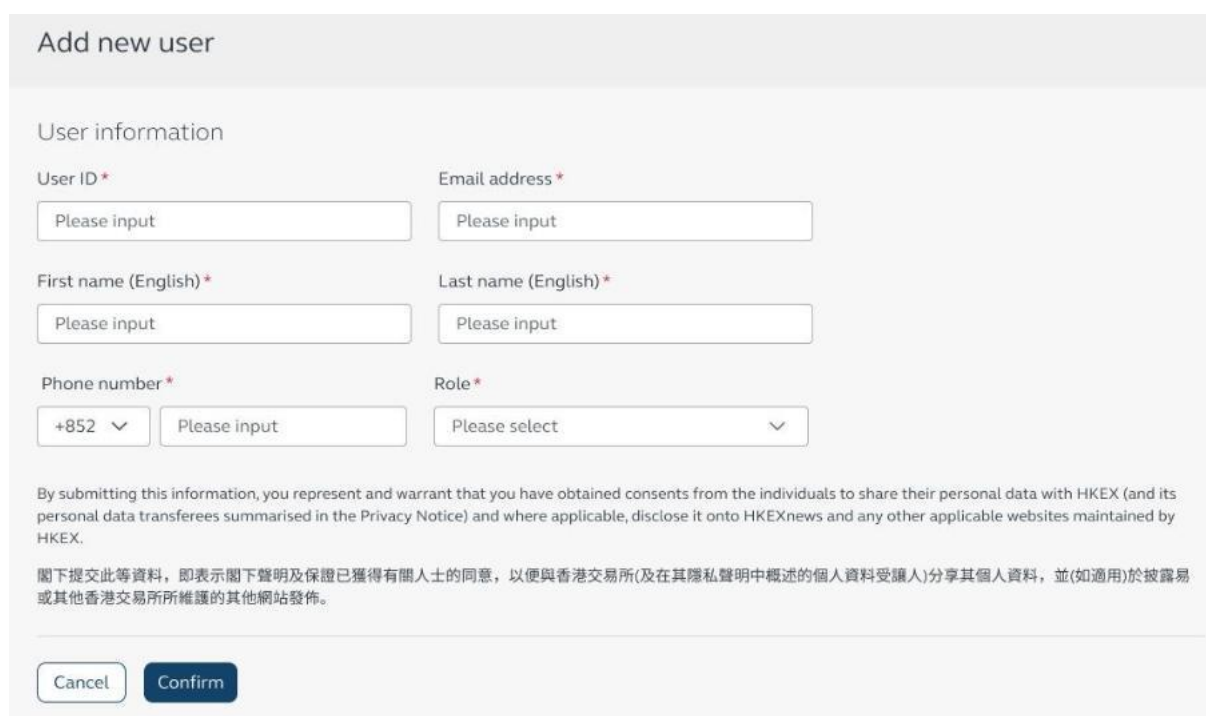
1. If your role is “Adviser administrator”, you can use the functions detailed in this section to add new user, view assignment, edit user information, remove user, revoke token and unlock user.
2. Badges below indicate the status of the user account:
  - (1) Pending registration : the user account has 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

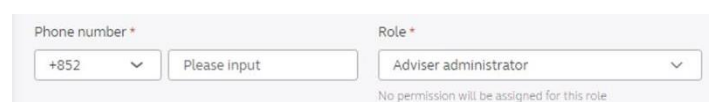


The form is titled "Add new user" and contains the following fields:

- User ID \* (text input)
- Email address \* (text input)
- First name (English) \* (text input)
- Last name (English) \* (text input)
- Phone number \* (text input with a dropdown for country code, currently showing +852)
- Role \* (dropdown menu, currently showing "Please select")

Below the fields, there is a disclaimer in English and Chinese. At the bottom, there are "Cancel" and "Confirm" buttons.

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:



This snippet shows the "Phone number" and "Role" fields. The "Role" dropdown is set to "Advisor administrator". Below the dropdown, a message states: "No permission will be assigned for this role".

3. If you selected “Advisor 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.

Assignment detail

Issuer 1 \* Remove

Permission for submission and company profile	Submitter	Approver
Blackout notification	<input type="checkbox"/>	--
Board meeting	<input type="checkbox"/>	<input type="checkbox"/>
Dividend	<input type="checkbox"/>	<input type="checkbox"/>
Shareholder meeting	<input type="checkbox"/>	--
Trading arrangement	--	<input type="checkbox"/>
Share capital change	--	<input type="checkbox"/>
Share capital change and confirmation	--	<input type="checkbox"/>
Corporate information changes	--	<input type="checkbox"/>
Corporate positions and committees changes	--	--

+ Assign Issuer

4. Click Confirm 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

**View assignments**

Roy Fung  
Active Manage user permission ▾

**User information**



User ID	Email address	Name
12345_roy	royf***@sbcd.com	Roy Fung
Token status	Phone number	Role
Active	+852 1234****	Advisor user

**Assignments Detail**

Stock code	Issuer name	Assigned date & time
		30 Dec 2022 23:00
		28 D 23:00
		23 D 23:00


View assignment details  
Edit Assignment Details  
Remove assignment

1. You can view “User information” and “Assignments details” (applicable if the “Role” of the user is “Advisor user”) on this page.
2. Click Manage user permission 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  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  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  on the dialog, you can remove the assignment of the user from the issuer.

## Edit user information page

### Edit user information

User ID	Email address	Name
12345_ray	***@ABCD@asset.com	Roy Fung
User status	Token Status	
Active	Active	
Phone number *	Role * ⓘ	
+852 ▾ 1234****	Advisor user ▾	

By submitting this information, you represent and warrant that you have obtained consents from the individuals to share their personal data with HKEX (and its personal data transferees summarised in the Privacy Notice) and where applicable, disclose it onto HKEXnews and any other applicable websites maintained by HKEX.

閣下提交此等資料，即表示閣下聲明及保證已獲得有關人士的同意，以便與香港交易所(及在其隱私聲明中概述的個人資料受讓人)分享其個人資料，並(如適用)於披露易或其他香港交易所所維護的其他網站發佈。

CancelConfirm

1. You can edit “User information” and “Assignment details” (applicable if you selected “Advisor user” as “Role”) of the user on this page, mandatory information is marked with an asterisk “\*”.
2. Click Confirm 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	<input type="checkbox"/>	--
Board meeting	<input type="checkbox"/>	--
Dividend	--	--
Shareholder meeting	<input type="checkbox"/>	--
Trading arrangement	--	--
Share capital change	<input type="checkbox"/>	--
Share capital change and confirmation	<input type="checkbox"/>	--
Corporate information changes	--	--
Corporate personnel changes	--	--

CancelConfirm

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 Confirm, you can add assignments to the user.

## View assignment details page

### View assignment details

Roy Fung

Remove assignment

Edit Assignment Details

#### Issuer information

Stock code

Issuer name

#### 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 positions and committees changes	✓	✓

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

Edit assignment details

Roy Fung

Issuer information

Stock code

Issuer name

Assignment Details

Permission for submission and company profile	Submitter	Approver
Blackout notification	<input checked="" type="checkbox"/>	--
Board meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dividend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shareholder meeting	<input checked="" type="checkbox"/>	--
Trading arrangement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Share capital change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Share capital change and confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corporate information changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corporate positions and committees changes	--	--

Cancel

Confirm



- 1. You can edit an adviser user’s assignments to a specific issuer on this page.
- 2. Click Confirm 

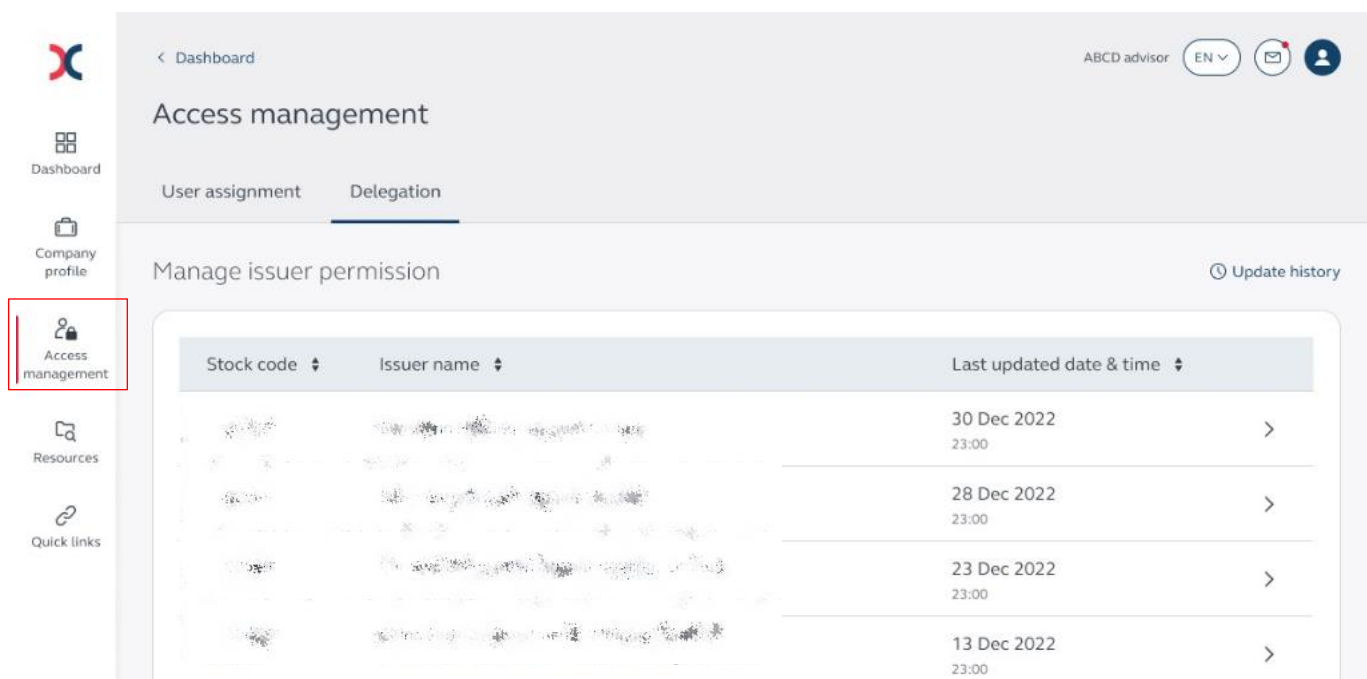
Confirm

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



The screenshot shows the 'Access management' interface. The left sidebar contains navigation items: Dashboard, Company profile, Access management (highlighted with a red box), Resources, and Quick links. The main content area is titled 'Access management' and has two tabs: 'User assignment' and 'Delegation' (selected). Below the tabs is the 'Manage issuer permission' section, which includes a table of delegated issuers and an 'Update history' link.

Stock code	Issuer name	Last updated date & time	
[blurred]	[blurred]	30 Dec 2022 23:00	>
[blurred]	[blurred]	28 Dec 2022 23:00	>
[blurred]	[blurred]	23 Dec 2022 23:00	>
[blurred]	[blurred]	13 Dec 2022 23:00	>

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

View assignments

+ Assign a user

Issuer information

Stock code

Issuer name

Assignments

User	User email	Last updated date & time	
Allison Kuo	Alli***@ABCDasset.com	30 Dec 2022 23:00	...
Amy wong	***@ABCDasset.com	28 Dec 2022 23:00	...
Lisa Lin	****@ABCDasset.com	23 Dec 2022 23:00	...

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

### Assign a user

#### Issuer information

Stock code

Issuer name

#### User information

Please select the user below, if you don't find the right person, you can go to [Add a new user](#)

User \*

Ken Lee (Ken@ABCAdvisor.com) ▼

#### Assignment details

Permission for submission and company profile	Submitter	Approver
Blackout notification	<input checked="" type="checkbox"/>	--
Board meeting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dividend	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shareholder meeting	<input checked="" type="checkbox"/>	--
Trading arrangement	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Share capital change	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Share capital change and confirmation	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corporate information changes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Corporate positions and committees changes	--	--

Cancel

Confirm

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.

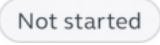

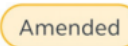

2. To complete the issuer profile setup, there are 3 steps:

**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”.

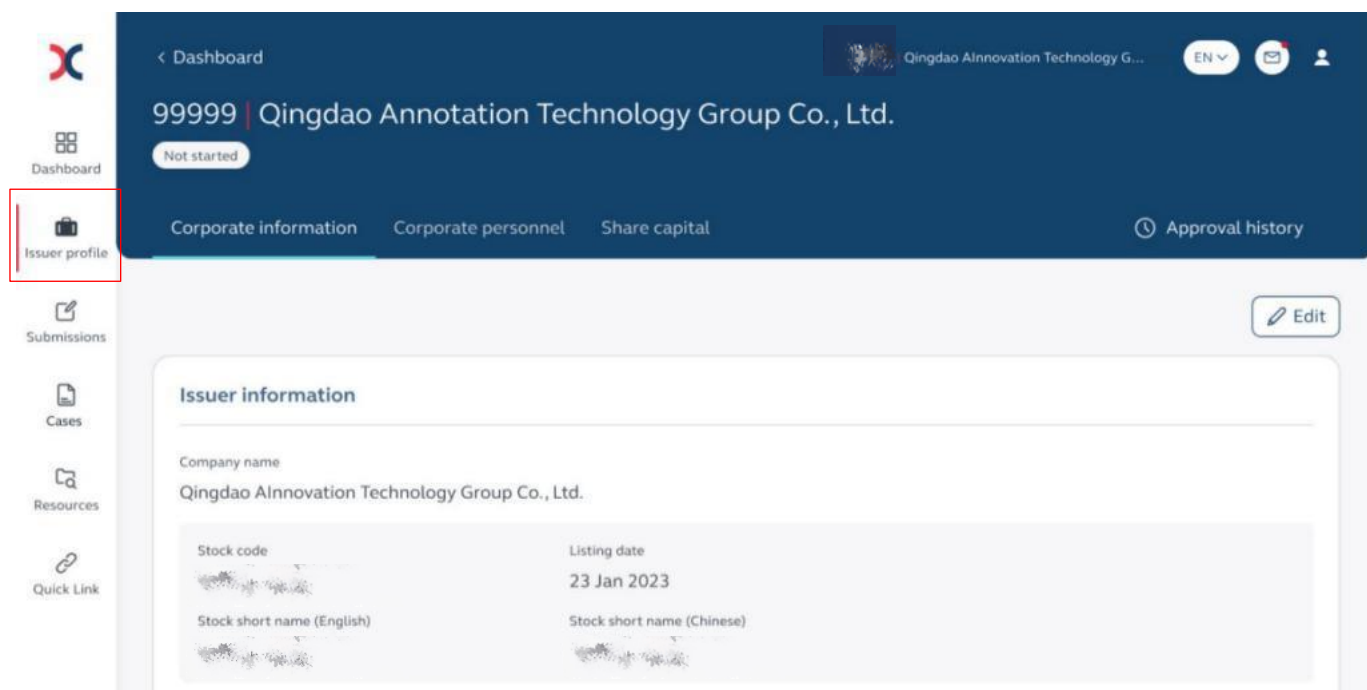
3. Badges below indicate the status of the issuer profile setup:

- (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 [Issuer profile](#) 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
<a href="#">Corporate information tab page</a>	Corporate information
<a href="#">Corporate personnel tab page</a>	Corporate positions and committees changes
<a href="#">Share capital tab page</a>	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

99999 | Qingdao Annotation Technology Group Co., Ltd.

Not started

Corporate information

Corporate personnel

Share capital

Approval history

Edit

Issuer information

Company name

Qingdao Alnnovation Technology Group Co., Ltd.

Stock code

Listing date

23 Jan 2023

Stock short name (English)

Stock short name (Chinese)

Stock code

Listing date

23 Jan 2023

Delisting date

25 Jan 2023

Stock short name (English)

Stock short name (Chinese)

General information

Company website

Website address

--

Place of incorporation

Place of incorporation

--

Financial year end


Financial year end

--

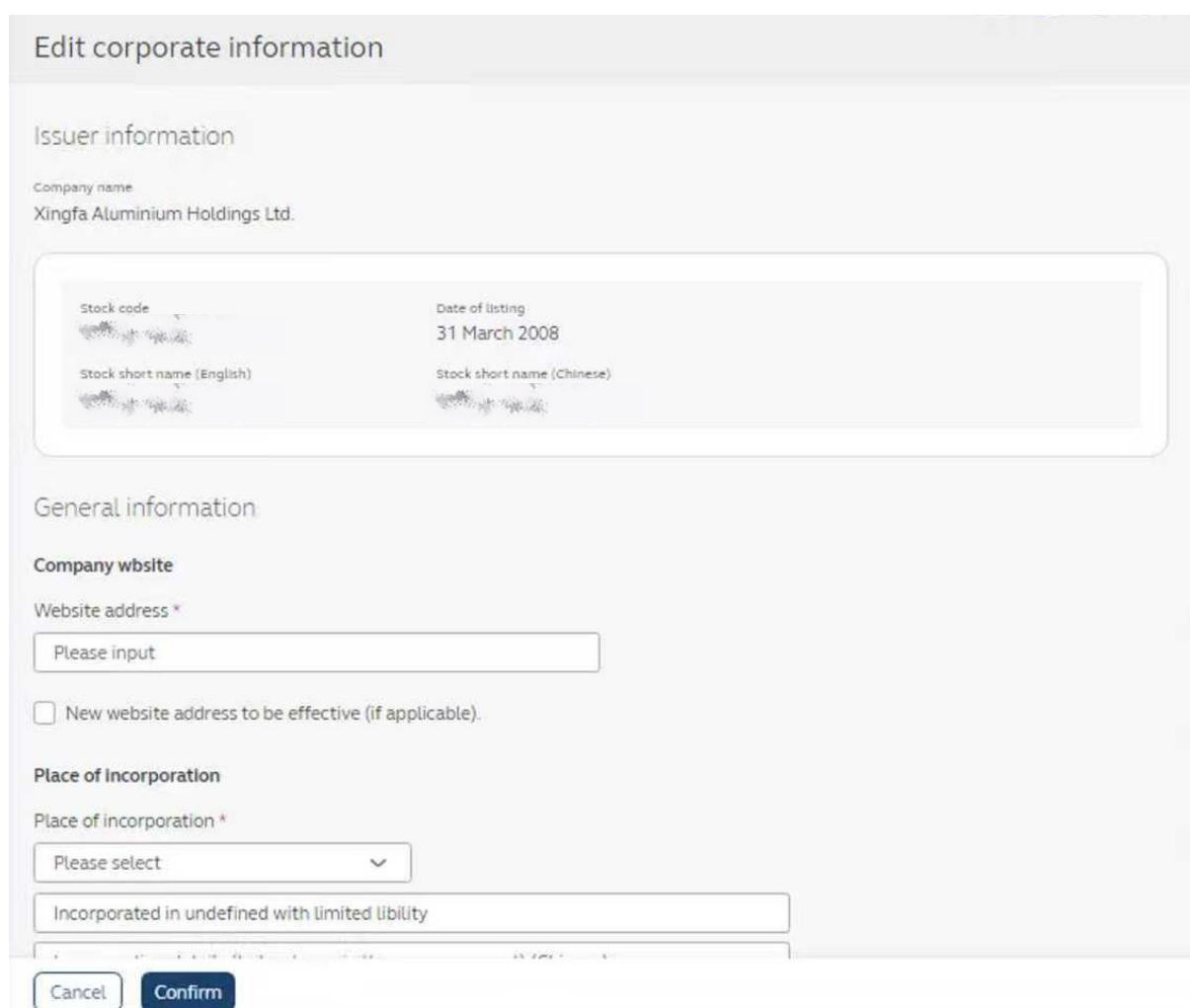
The 1<sup>st</sup> tab page of the issuer profile is “Corporate information tab page”, it consists of 5 sections:

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



Edit corporate information

Issuer information

Company name  
Xingfa Aluminium Holdings Ltd.

Stock code  
Date of listing  
31 March 2008  
Stock short name (English)  
Stock short name (Chinese)

General information

Company website

Website address \*

Please input

☐ New website address to be effective (if applicable).

Place of Incorporation

Place of incorporation \*

Please select

Incorporated in undefined with limited liability

Cancel Confirm

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 1<sup>st</sup> drop-down list, then select a month from the 2<sup>nd</sup> 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:



Auditor(s)



Name (English)	Name (Chinese)	Appointment period
		1 October 2025 - 1 October 2028
		2 October 2021 - 1 October 2022
		1 October 2018 - 1 October 2019

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

- (1) Click + 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  in the dialog, you can save the new auditor information.

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

- (3) Click the \*\*\* button, then click the Remove  button, the Remove auditor dialog will pop up, click 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).

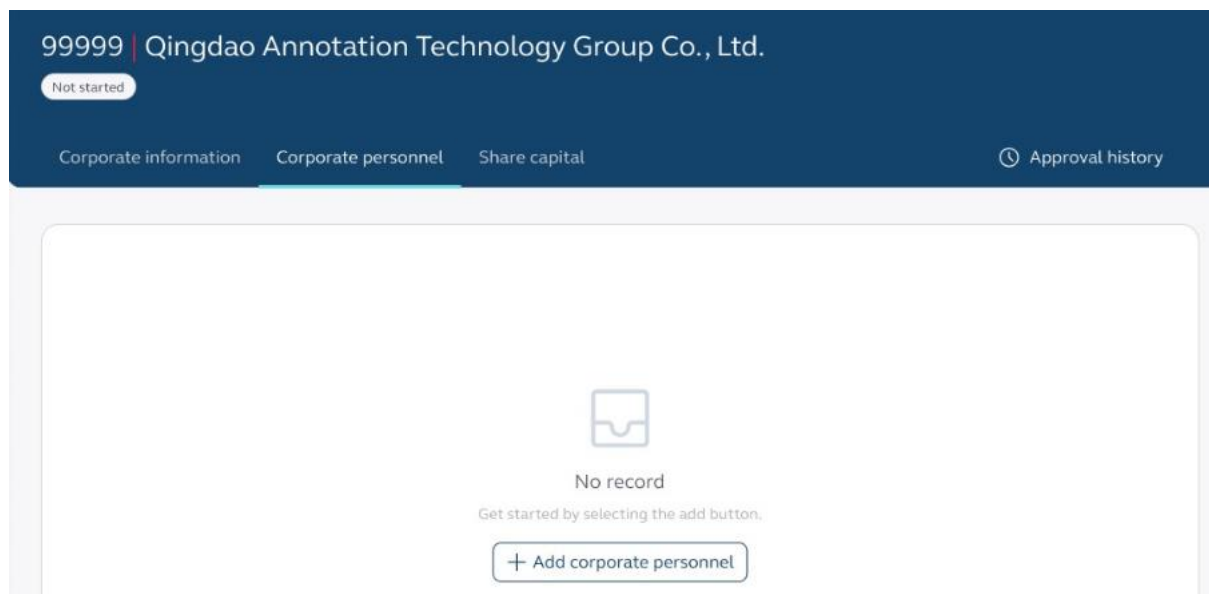
### 4. Service agent:

- (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  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 2<sup>nd</sup> 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.

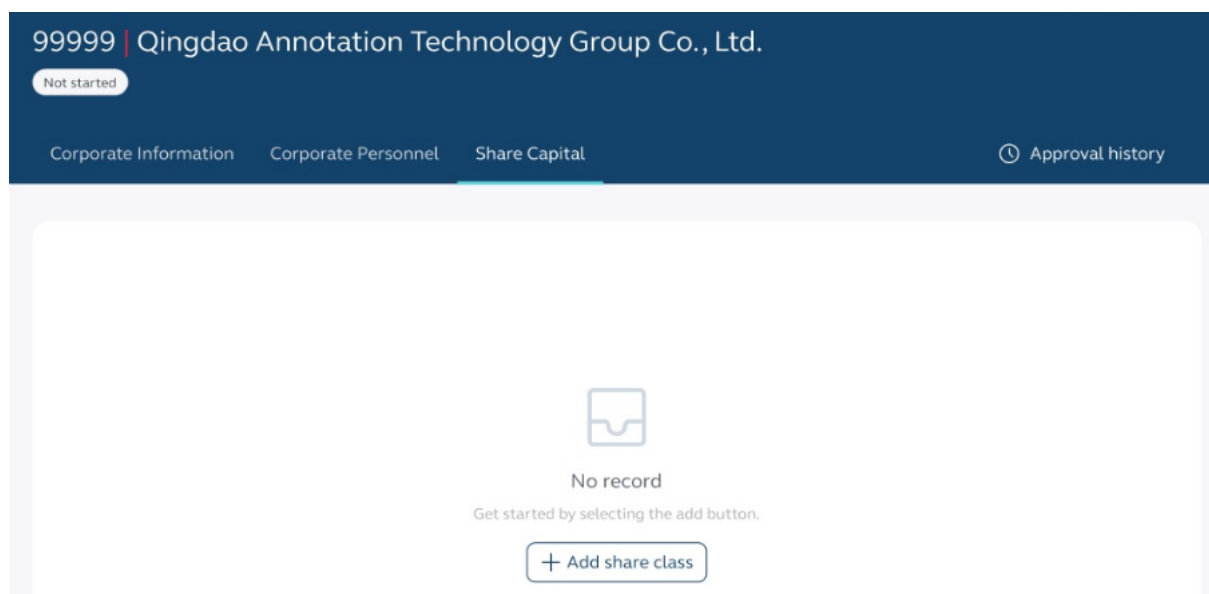
Here are several distinctions with 5.2.2 Corporate and personnel changes - G. Corporate positions and committees changes:

1. If there is not any personnel on “Corporate personnel page”, there will be only one button available on this page: Add corporate personnel . Click it to add the 1<sup>st</sup> 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  is substituted by 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 >  is not available.
4. For a user with only the “submitter” permission, there is not any button available on the bottom of the page.



- 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 3<sup>rd</sup> 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)”.

- For actions on “Share capital page”, please refer to section “H.1 Share capital change overview”.
- For the process of adding / editing a new share class, please refer to section “H.2 Share class management”.
- For the process of adding / editing new share class items, please refer to section “H.3 Sub share class management”.
- REITs issuers, please refer to “Note” in section “H.Share capital change (Next Day Disclosure Return, NDDR)”.
- HDR issuers, please refer to section “I.2 HDR issuer” for its special parts.
- ETP issuers, please refer to section “I.3 ETP issuer” for its special parts.
- 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 . Click it to add the 1<sup>st</sup> 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 , 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 , 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  button, the Submit confirmation dialog will pop up. Click the 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.


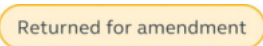


2. To complete the issuer profile setup, there are 3 steps:

**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”.

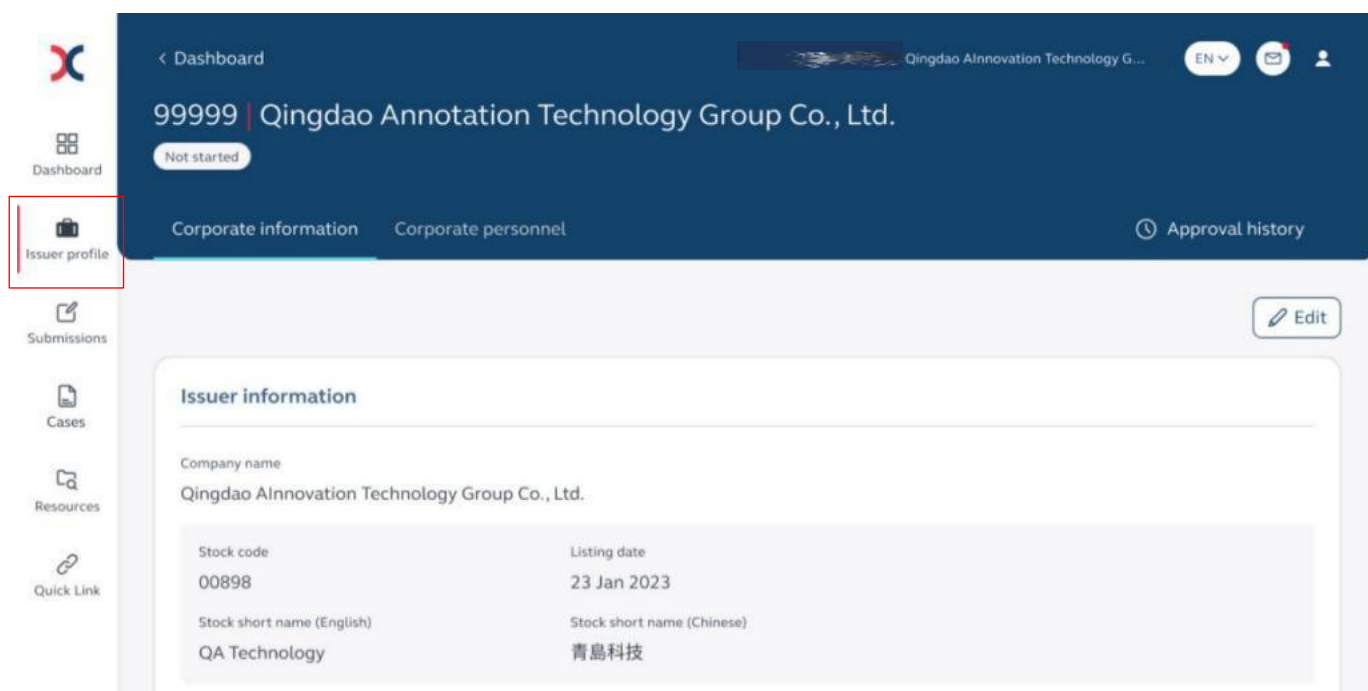
3. Badges below indicate the status of the issuer profile setup:

- (1) Not started : 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 [Issuer profile](#) 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
<a href="#">Corporate information tab page</a>	Corporate information
<a href="#">Corporate personnel tab page</a>	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


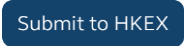

The function is the same as that for new issuer, details please refer to section [“2.3.1 New issuer”](#) > [“1. Corporate information setup”](#).

## 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 , 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  button, the Submit confirmation dialog will pop up. Click the 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](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](#)”.

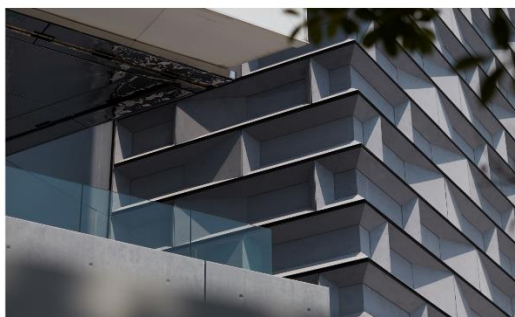
#### Access the platform

To access the HKEX Issuer Access Platform, please use the links below. If you are a first-time user, you will need to activate your account or register your company with the platform first.

Click [here](#) for detailed instructions.

[Login / User account activation](#) >

[Company registration](#) >



To complete the account activation, there are 4 steps:

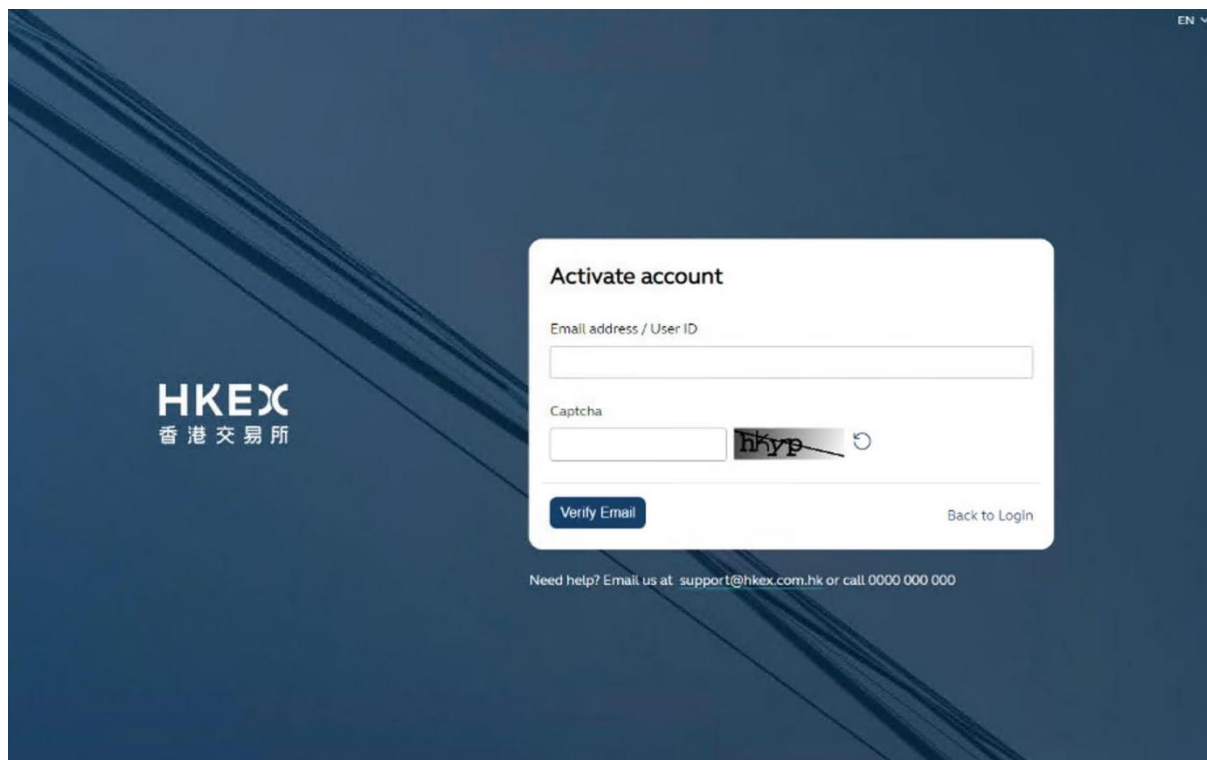
[Step 1. Activate account](#)

[Step 2. OTP verification](#)

Step 3. Create password

Step 4. Token enrolment

## Step 1. Activate account

The screenshot shows the 'Activate account' page on the HKEX website. The background is dark blue with the HKEX logo and Chinese characters '香港交易所' on the left. A white form box is centered, titled 'Activate account'. It contains two input fields: 'Email address / User ID' and 'Captcha'. The 'Captcha' field shows a distorted image of the letters 'hkye'. Below the inputs are two buttons: 'Verify Email' and 'Back to Login'. At the bottom of the page, there is a line of text: 'Need help? Email us at [support@hkex.com.hk](mailto:support@hkex.com.hk) or call 0000 000 000'. A language selector 'EN' with a dropdown arrow is in the top right corner.


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

EN

**HKEX**  
香港交易所

**OTP verification**

A token has been sent to the registered email address, please input the one time password for verification. Please note the passcode will expire in 60 seconds.

OTP

Resend in 20s

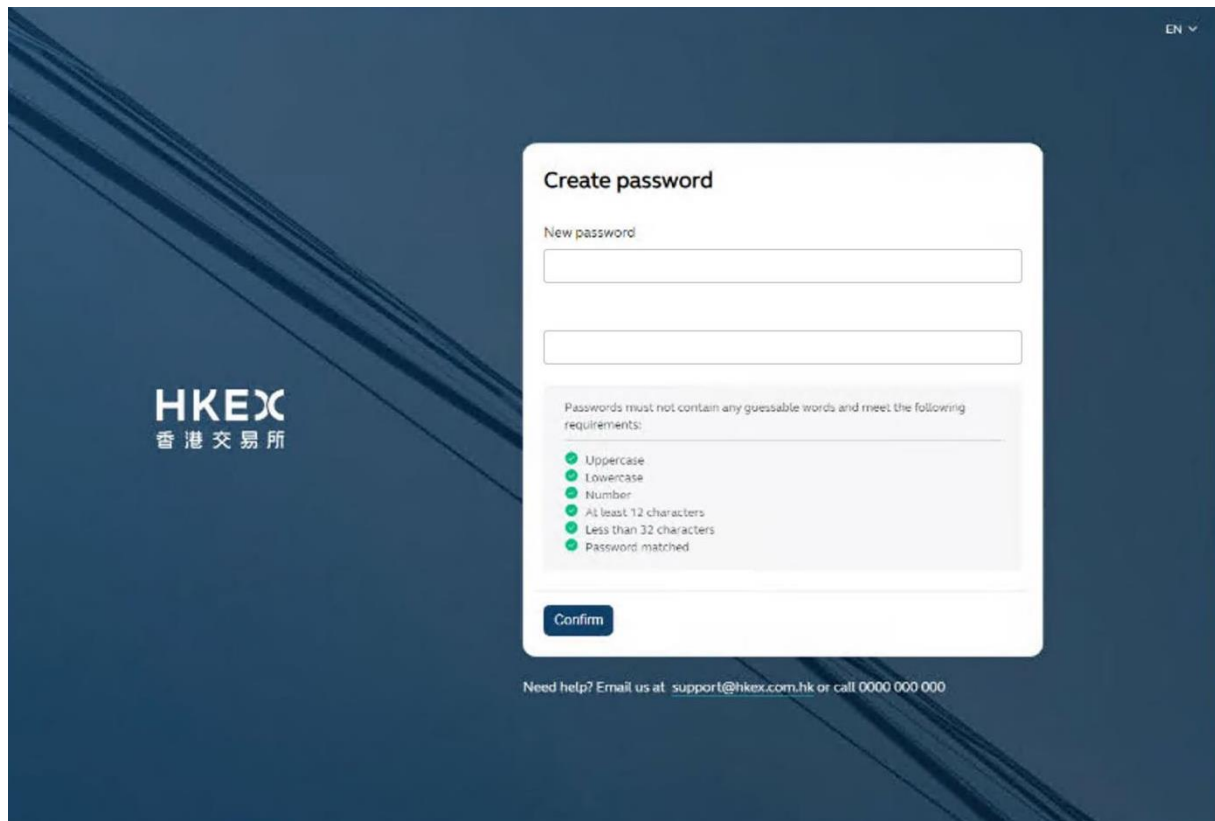
[Back](#) [Confirm](#)

Need help? Email us at [support@hkex.com.hk](mailto:support@hkex.com.hk) or call 0000 000 000

1. You must provide the received OTP.
2. Once completed, click Confirm [Confirm](#) to move to Step 3. Create password.



### Step 3. Create password



The screenshot shows the 'Create password' form on the HKEX website. The form is titled 'Create password' and has two input fields for 'New password'. Below the input fields, there is a list of requirements for the password, each preceded by a green checkmark: 'Uppercase', 'Lowercase', 'Number', 'At least 12 characters', 'Less than 32 characters', and 'Password matched'. A 'Confirm' button is located at the bottom of the form. The background of the page is dark blue with the HKEX logo and the text '香港交易所' (Hong Kong Exchange) on the left. At the bottom, there is a link to 'support@hkex.com.hk' and a phone number '0000 000 000'.

EN

### Create password

New password

Passwords must not contain any guessable words and meet the following requirements:

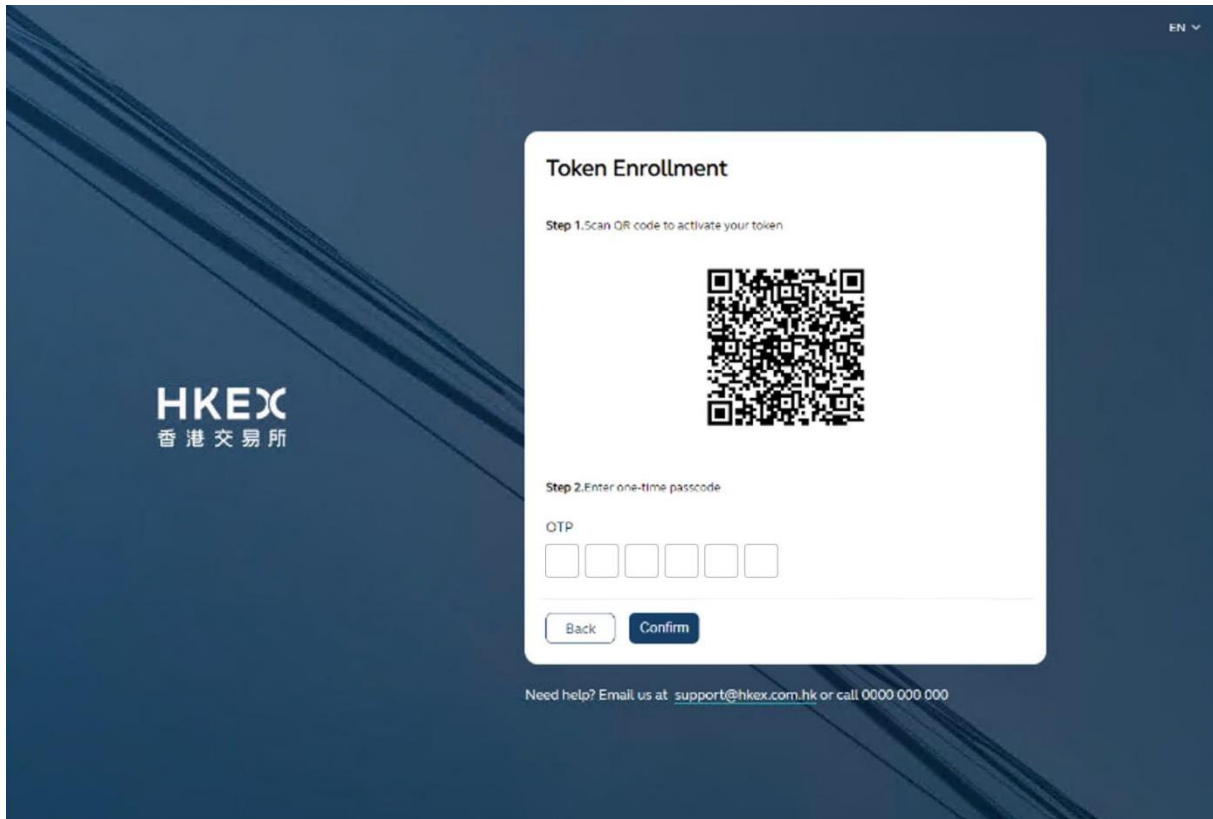
- Uppercase
- Lowercase
- Number
- At least 12 characters
- Less than 32 characters
- Password matched


Confirm

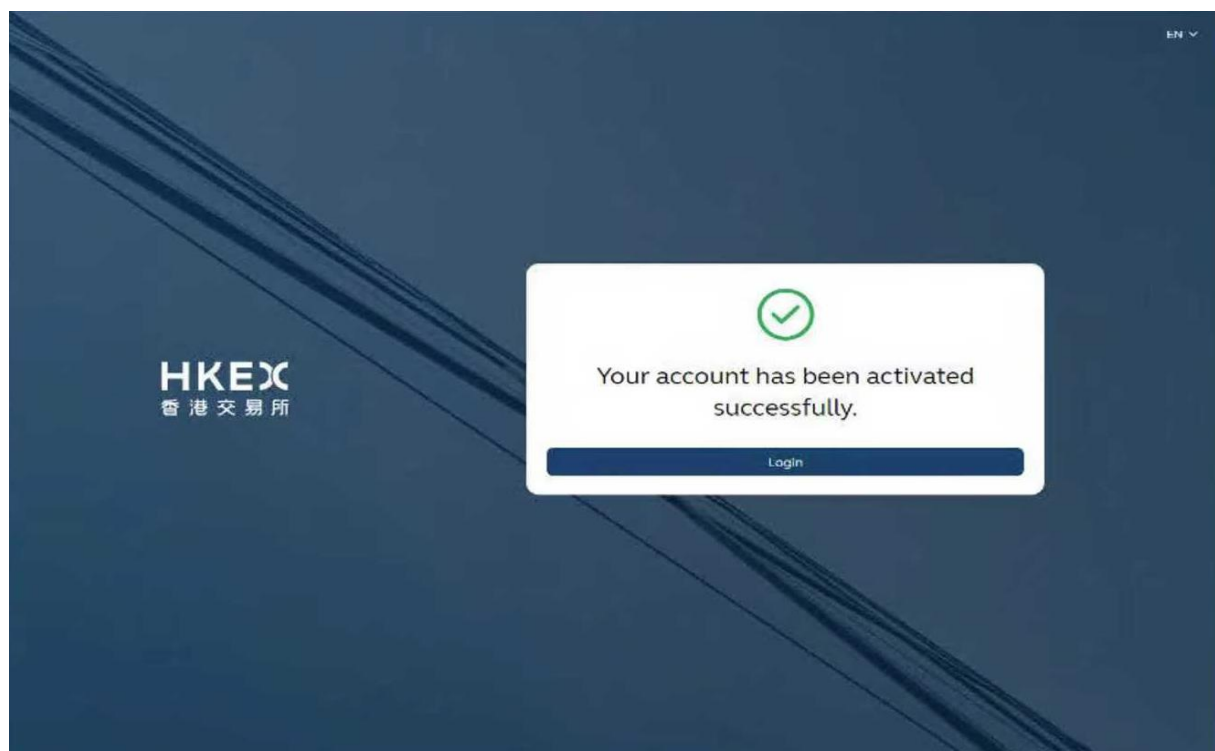
Need help? Email us at [support@hkex.com.hk](mailto:support@hkex.com.hk) or call 0000 000 000

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  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](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”.

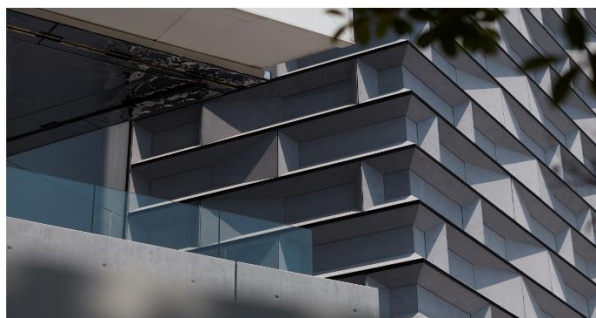
### Access the platform

To access the HKEX Issuer Access Platform, please use the links below. If you are a first-time user, you will need to activate your account or register your company with the platform first.

Click [here](#) for detailed instructions.

[Login / User account activation](#) >

[Company registration](#) >



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.

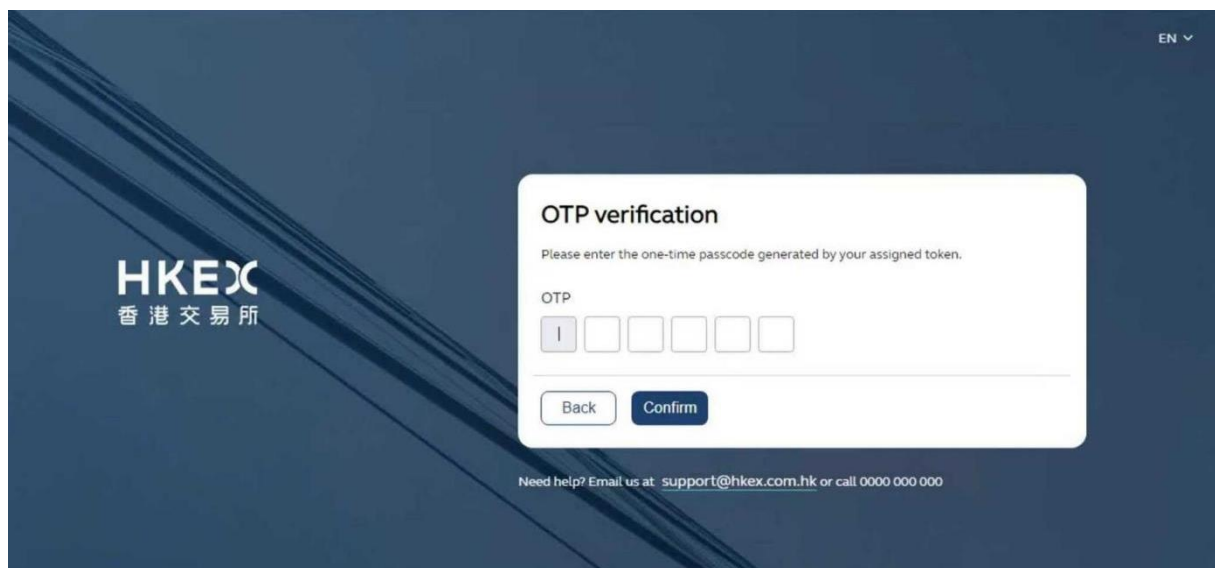
Note: if you inputted wrong password consecutively for 6 times, your access token will become invalid and you will not be able to login again unless the administrator user unlock your account (refer to section “[2.2.2.1 Issuer user management](#)” or “[2.2.2.3 Adviser user management](#)”).

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.

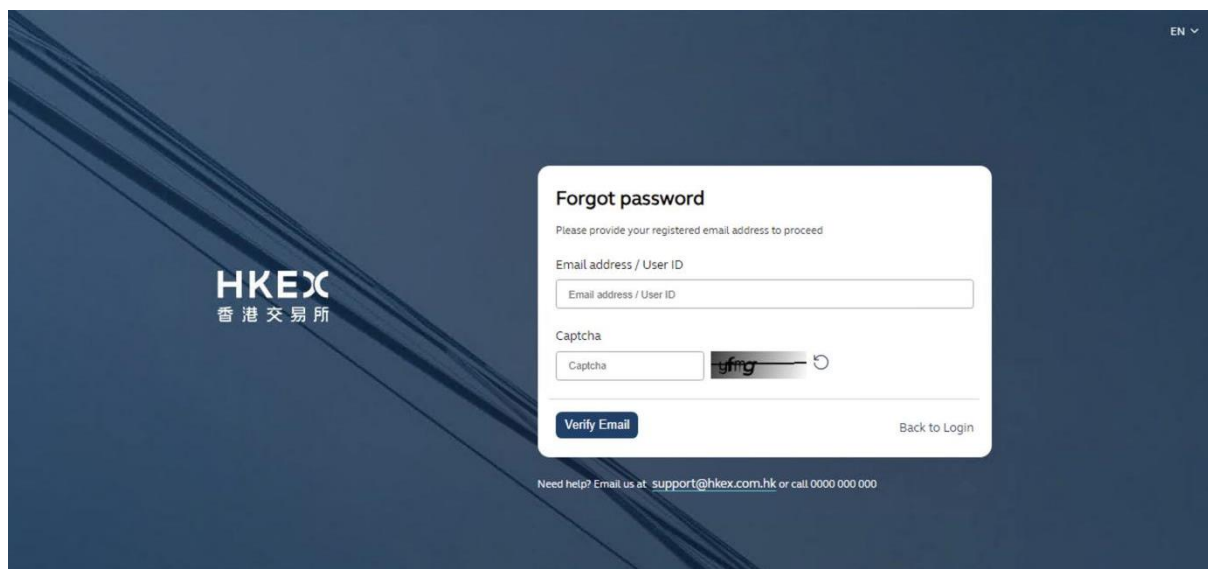
To complete the reset procedure, there are 3 steps:

[Step 1. Forget password](#)

[Step 2. OTP verification](#)

[Step 3. Change password](#)

#### Step 1. Forget password



EN


**Forgot password**

Please provide your registered email address to proceed

Email address / User ID

Email address / User ID

Captcha

Captcha 

[Verify Email](#) [Back to Login](#)

Need help? Email us at [support@hkex.com.hk](mailto:support@hkex.com.hk) or call 0000 000 000


1. You must provide:

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

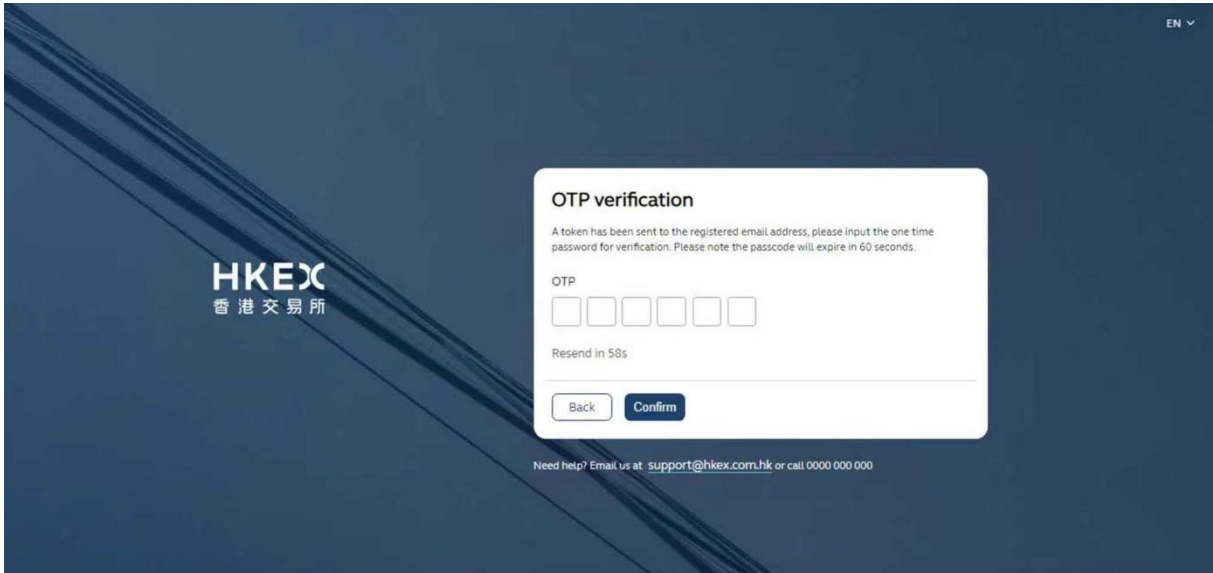
Note: if you are the first administrator user created during company registration procedure, it is the email address provided in the “Admin information” section in “[Step 3. Personal information](#)”, details please refer to section “[2.1.1.1 Company registration](#)”.

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.

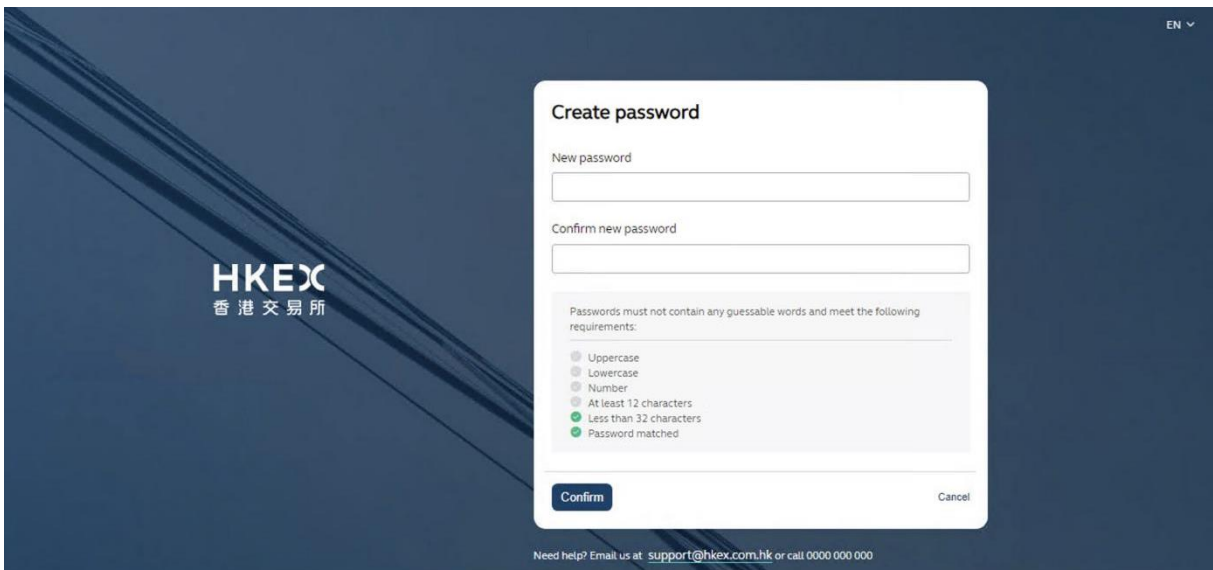
2. Once completed, click Confirm  to move to Step 2. OTP verification, and the system will automatically send a 6-digit OTP to the email address you inputted.


### Step 2. OTP verification

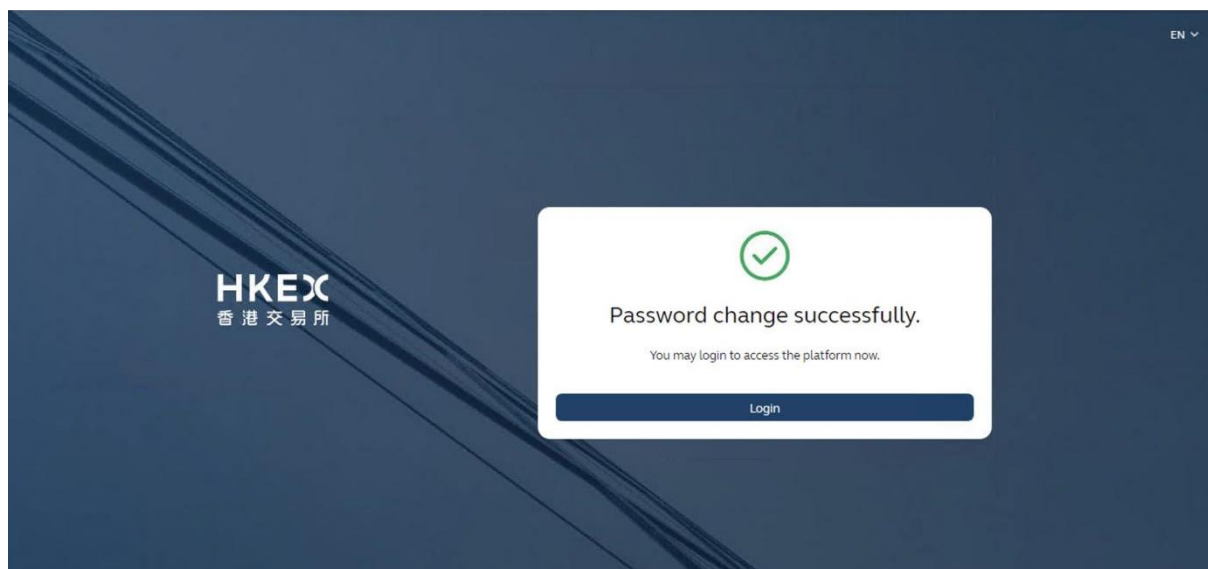


1. You must provide the received OTP.
2. Once completed, click Confirm  to move to Step 3. Create password.

### 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

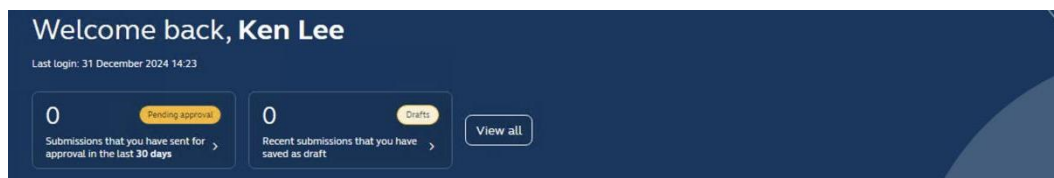
The dashboard is the first page you will see upon successful access to HKEX IAP. Based on your role, you can view and use multiple widgets on this page.

#	Widget	Role	
		Authorised representative (AR) Issuer representative (IR) Adviser user	Issuer administrator 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 widget	Y	Y

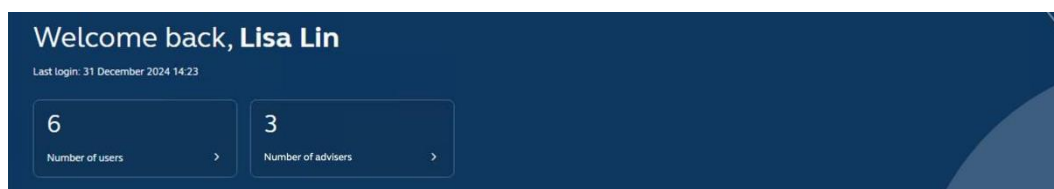


## Widget 1. Welcome Banner

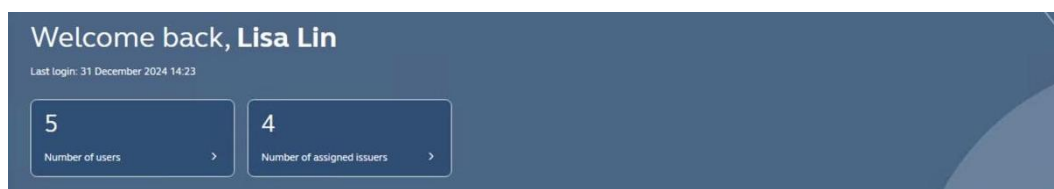
1. If your role is Authorised representative (AR)/Issuer representative (IR)/Adviser user, you can view submission related statistic numbers on the banner as below, click any button, you will be navigated to page in the 5.4 Submission summary function.



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

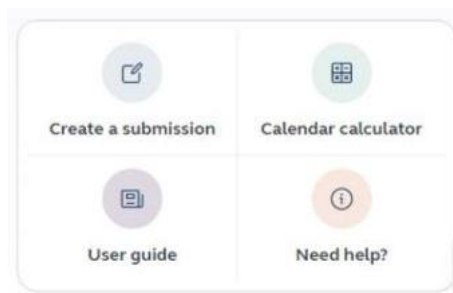


1. You can read a brief introduction to certain news posted on HKEX IAP.



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

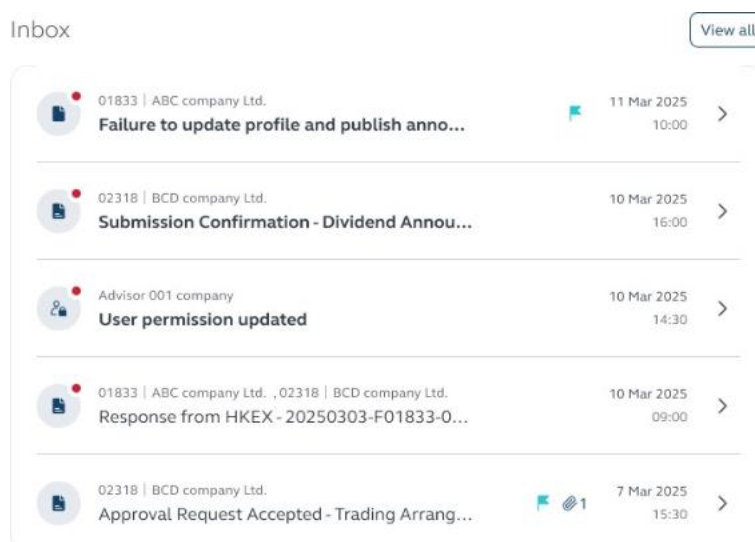
### Widget 3. Quick access widget



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”.

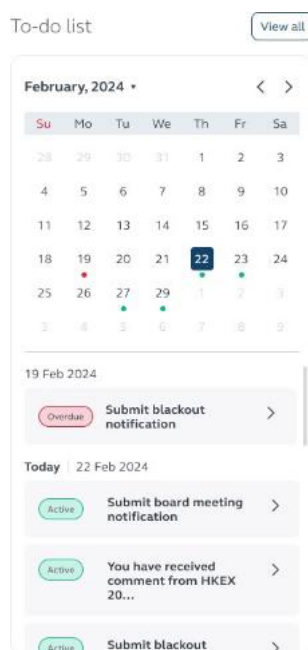
### Widget 4. Inbox widget



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

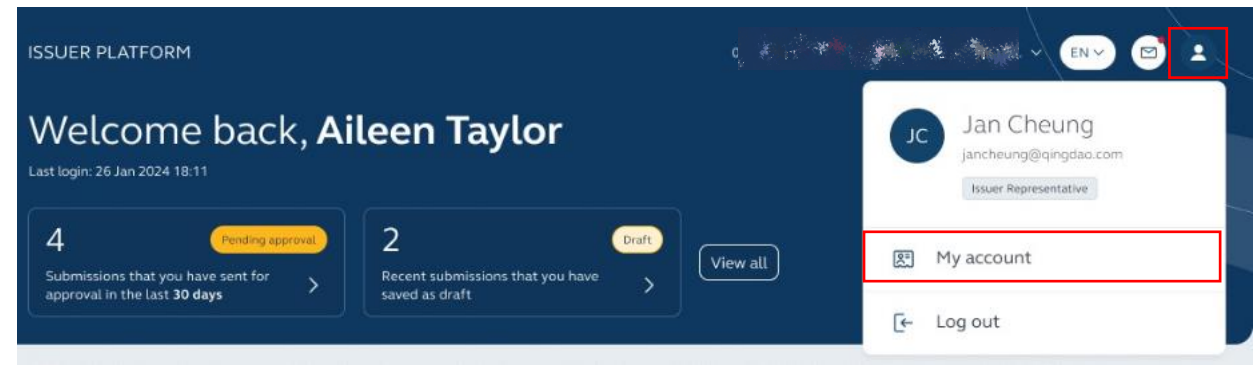


Dependent on your role, different quick links will be displayed, Click any button on the widget, you will be navigated to the webpage the button related to.

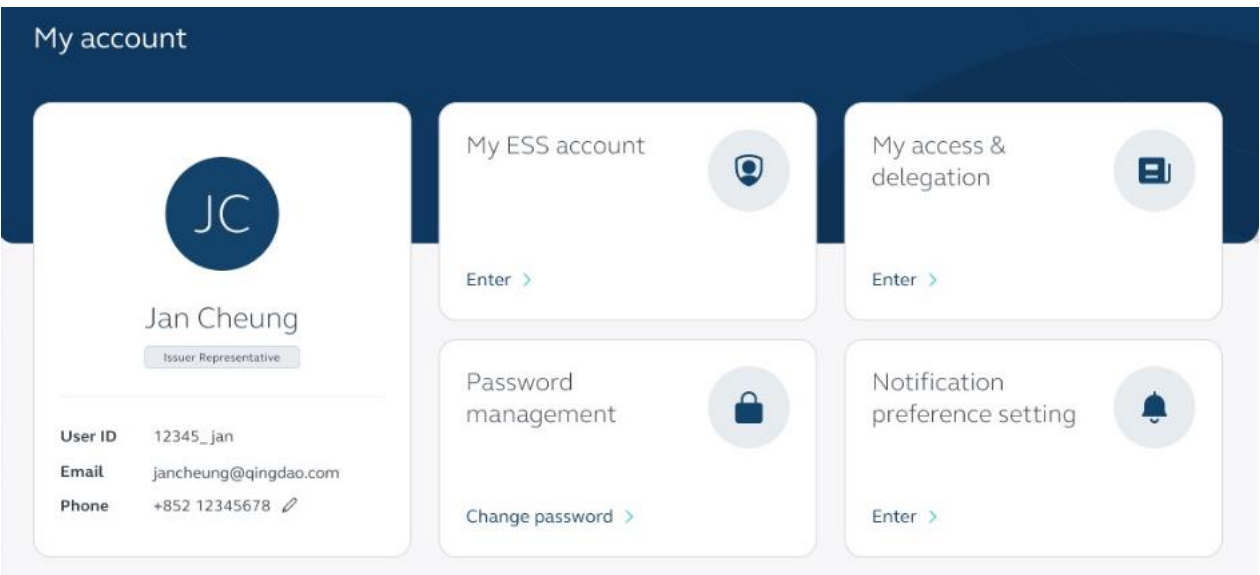
### 3.5 Settings

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.

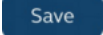
#	Setting	Role		
		Authorised representative (AR) Issuer representative (IR)	Adviser user	Issuer administrator Adviser administrator
1	Phone	Y	Y	Y
2	My ESS account	Y	N	N
3	My access & delegation	Y	Y	N
4	Password management	Y	Y	Y
5	Notification preference setting	Y	Y	Y

### 3.5.1 Phone

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



The dialog box is titled "Update phone number" with a close button (X) in the top right corner. Below the title, it says "Phone number \*". There are two input fields: the first contains "+852" with a dropdown arrow, and the second is empty with the placeholder text "Please input". At the bottom, there are two buttons: "Cancel" and "Save".

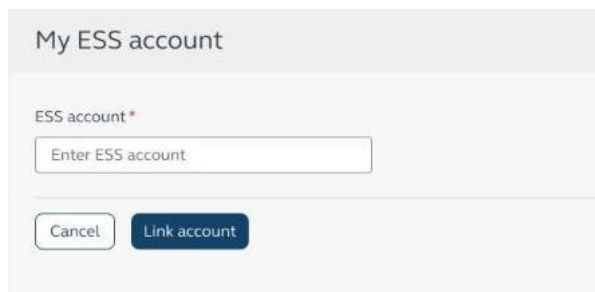
Enter your phone number (including the area code and the number), click Save  to save it as your new phone number.

### 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.



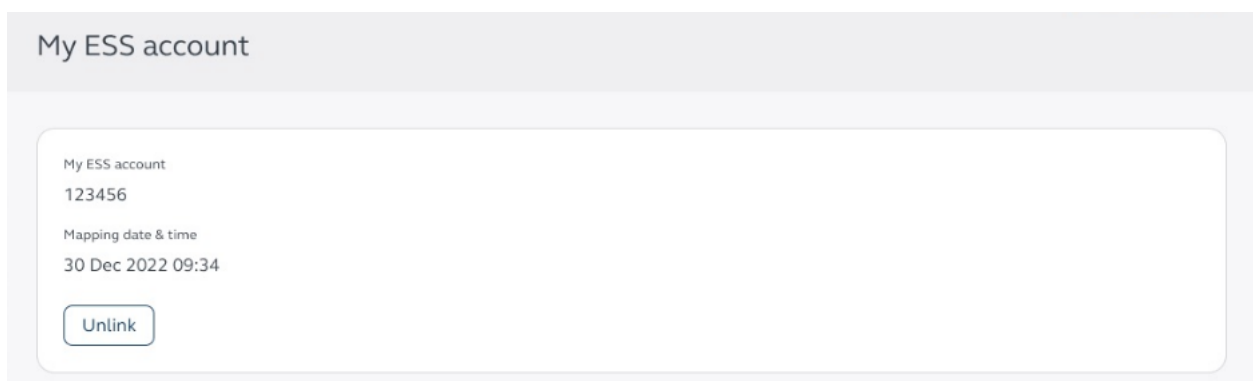
The screenshot shows a web interface titled "My ESS account". Below the title, there is a label "ESS account \*" followed by a text input field containing the placeholder text "Enter ESS account". At the bottom of the form, there are two buttons: a "Cancel" button and a "Link account" button.

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

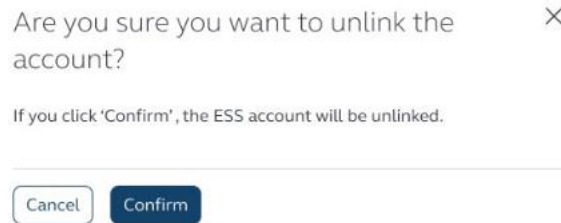
If your HKEX IAP account has been linked to an ESS account, you will see below content on your My ESS account page.



The screenshot shows a web interface titled "My ESS account". Below the title, there is a rounded rectangular box containing the following information: "My ESS account", "123456", "Mapping date & time", and "30 Dec 2022 09:34". At the bottom left of this box, there is an "Unlink" button.

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.

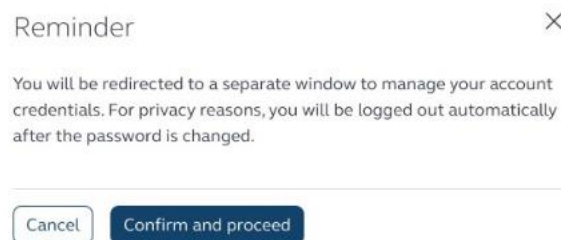
If you want to change your permission, please contact your company's administrator user.

### 3.5.4 Password management

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

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

### Current password

Current password \*

Captcha \*

8 F I Z ↺

Confirm

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

#### Change password

New password \*


Confirm new password \*

Passwords must not contain any guessable words and meet the following requirements:

- ☒ Uppercase letter
- ☐ Lowercase letter
- ☐ Number
- ☐ At least 12 characters

Confirm

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


### OTP verification

Please enter the one-time passcode generated by your assigned token.

OTP

Proceed

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



### Password change successfully

You may login to access the platform now.

Login

#### 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.



Notification preference setting

Edit

Message	Email notification
Company registration and profile management	<input checked="" type="checkbox"/>
Access Management - User permission	<input checked="" type="checkbox"/>
Case & Submission - Case submission	<input checked="" type="checkbox"/>
Case & Submission - Other submission and publication	<input checked="" type="checkbox"/>
Publication error	<input checked="" type="checkbox"/>
Compliance rule checking	<input checked="" type="checkbox"/>
Broadcast message	<input checked="" type="checkbox"/>

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

**Confirm**

, the updated notification preference setting will take effect immediately.

Notification preference setting

Message	Email notification
Company registration and profile management	<input type="checkbox"/>
Access Management - User permission	<input type="checkbox"/>
Case & Submission - Case submission	<input type="checkbox"/>
Case & Submission - Other submission and publication	<input type="checkbox"/>
Publication error	<input type="checkbox"/>
Compliance rule checking	<input type="checkbox"/>
Broadcast message	<input checked="" type="checkbox"/>

Cancel
Confirm



### 3.6 Log out

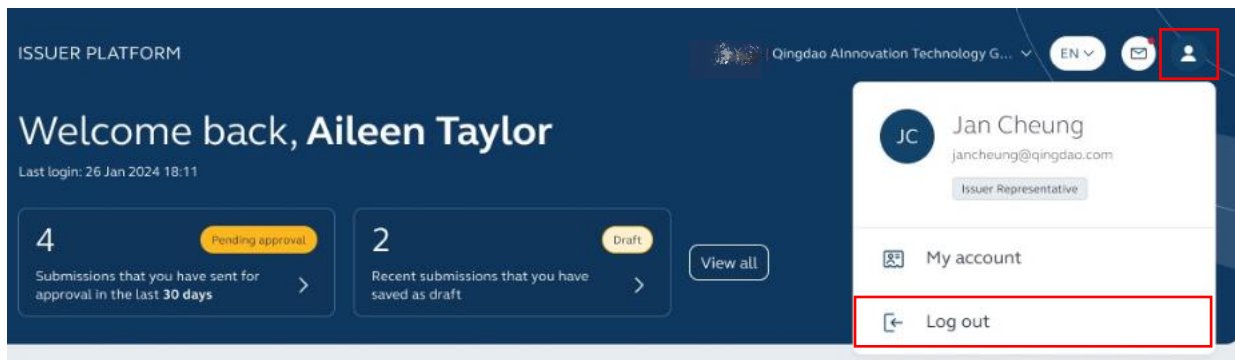
There are 2 types of logout:

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  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.

Are you sure you want to log out?

### 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

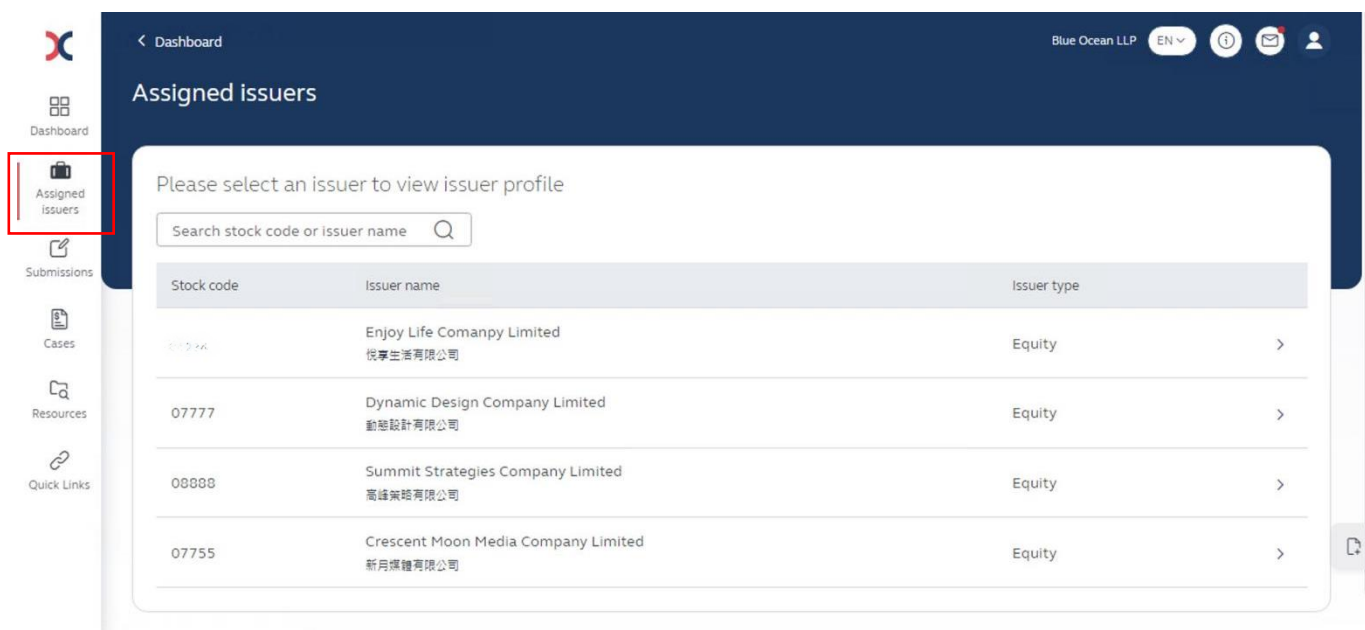


Authorised representative (AR)/Issuer representative (IR), click the Issuer profile [Issuer profile](#) icon on the left navigation bar, you will be navigated to the issuer profile.

The screenshot shows the HKEX IAP Issuer profile management interface. The left navigation bar includes icons for Dashboard, Issuer profile (highlighted with a red box), Submissions, Cases, Resources, and Quick Links. The main content area displays the Issuer information for Enjoy Life Company Limited, last updated on 1 November 2024 14:53. The interface includes a top navigation bar with links for Corporate information, Corporate personnel, Share capital, Corporate events, and Submission summary. The Issuer information section contains two tables of data.

Issuer information	
Company name Enjoy Life Company Limited	
Stock code 91234	Date of listing 3 May 1995
Stock short name (English) Enjoy Life	Stock short name (Chinese) 悅享生活
Stock code 91234	Date of listing 3 May 2023
Stock short name (English)	Stock short name (Chinese)

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.



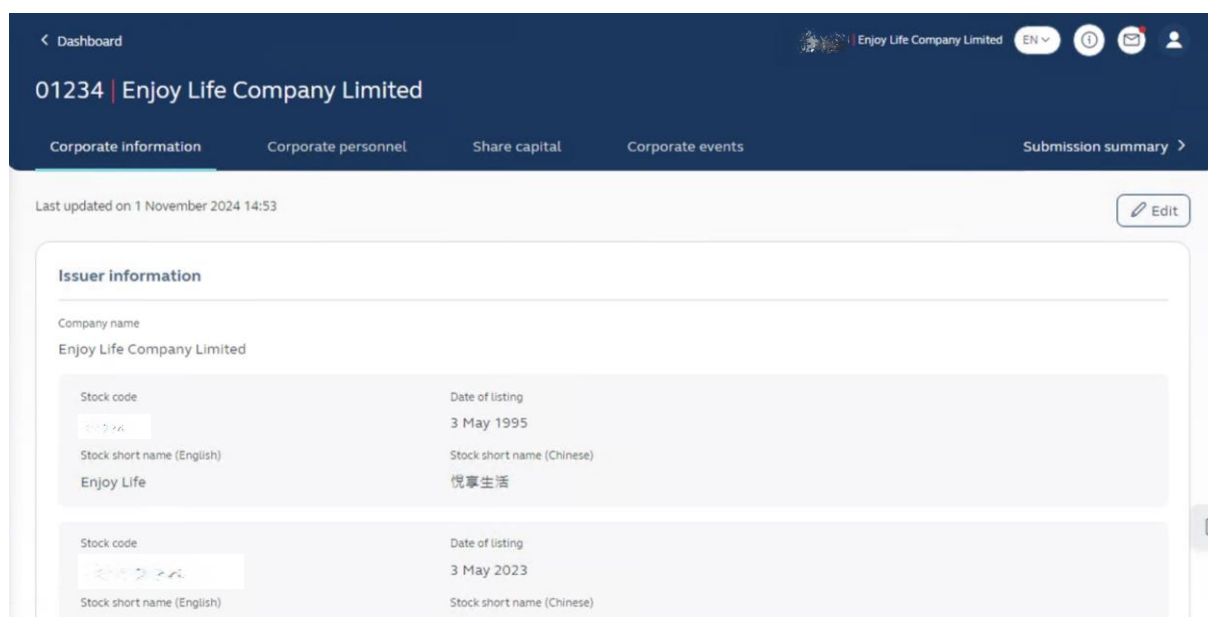
**Assigned issuers**

Please select an issuer to view issuer profile

Search stock code or issuer name

Stock code	Issuer name	Issuer type
01234	Enjoy Life Company Limited 悅享生活有限公司	Equity
07777	Dynamic Design Company Limited 動態設計有限公司	Equity
08888	Summit Strategies Company Limited 高峰策略有限公司	Equity
07755	Crescent Moon Media Company Limited 新月媒體有限公司	Equity

## Issuer profile



**01234 | Enjoy Life Company Limited**

Corporate information | Corporate personnel | Share capital | Corporate events | Submission summary

Last updated on 1 November 2024 14:53

**Issuer information**



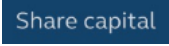
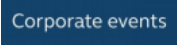

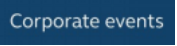
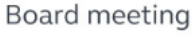
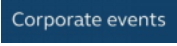
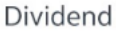

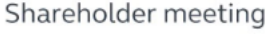
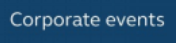
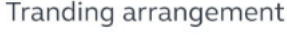
Company name  
Enjoy Life Company Limited

Stock code	Date of listing
01234	3 May 1995
Stock short name (English)	Stock short name (Chinese)
Enjoy Life	悅享生活

Stock code	Date of listing
01234	3 May 2023
Stock short name (English)	Stock short name (Chinese)

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  to move to Corporate information tab page.
- (2) Click Corporate personnel  to move to Corporate personnel tab page.
- (3) Click Share capital  to move to Share capital tab page.
- (4) Click Corporate events , then click Blackout  to move to Blackout sub tab page.
- (5) Click Corporate events , then click Board meeting  to move to Board meeting sub tab page.
- (6) Click Corporate events , then click Dividend  to move to Dividend sub tab page.
- (7) Click Corporate events , then click Shareholder meeting  to move to Shareholder meeting sub tab page.
- (8) Click Corporate events , then click Trading arrangement  to move to Trading arrangement sub tab page.

## Corporate information tab page

Enjoy Life Company Limited

Corporate information Corporate personnel Share capital Corporate events Submission summary >

Last updated on 1 November 2024 14:53 Edit

**Issuer information**

Company name  
Enjoy Life Company Limited

Stock code	Date of listing
01776	3 May 1995
Stock short name (English)	Stock short name (Chinese)
Enjoy Life	悅享生活

Stock code	Date of listing
01776	3 May 2023
Stock short name (English)	Stock short name (Chinese)

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 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

Enjoy Life Company Limited

Corporate information Corporate personnel Share capital Corporate events Submission summary >


Last updated on 23 February 2024 14:23 Edit

All  🔍 %

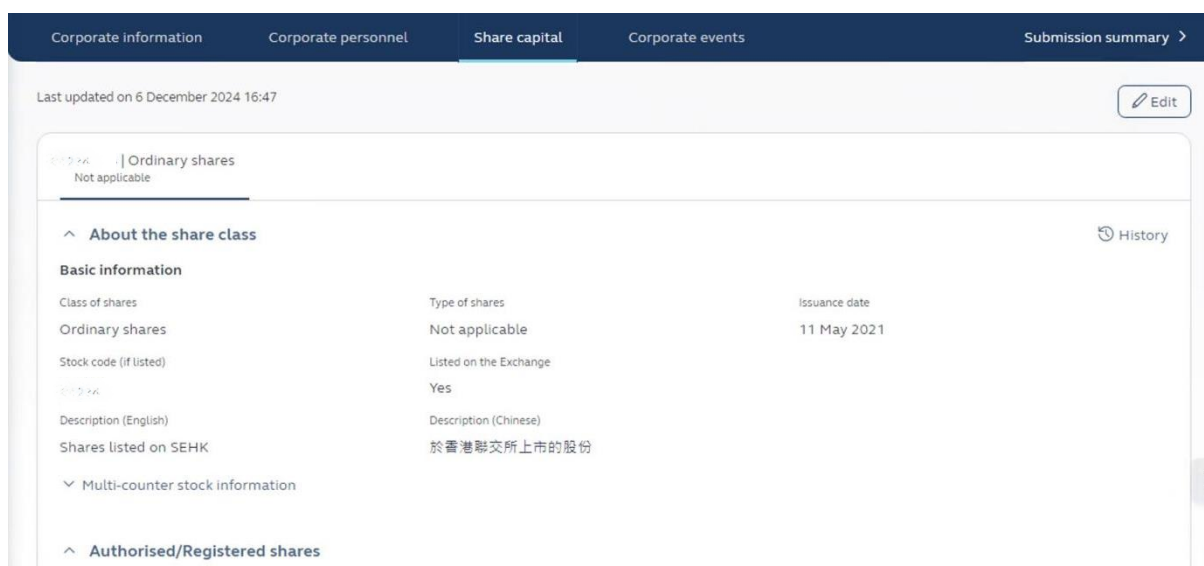
**Corporate positions** Committee roles



Key personnel	Appointment date	End date	Type
Authorised representative			
✓ Chan Ming Ming, 陳明明	15 January 2022	--	Current >
✓ Zhang Xiaofei, 張曉飛	15 January 2022	--	Current >
Alternate authorised representative			

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.

- If you have the “Submitter” permission to “Corporate positions and committees changes” of the issuer, click Edit  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



- You can view share capital information of the issuer on this page.
- If you have the “Submitter” permission to “Share capital change” of the issuer, click Edit  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)”.
- If you have the “Submitter” permission to “Share capital change and confirmation” of the issuer, click Edit  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

 Enjoy Life Company Limited

Corporate information

Corporate personnel

Share capital

Corporate events

Submission summary >

Blackout period

Board meeting

Dividend

Shareholder meeting


Trading arrangement

Edit

For the financial year / reporting period end ↕	Type of results ↕
<div>🕒 30 June 2024</div>	Interim results >
<div>🕒 31 December 2023</div>	Annual results >
<div>🕒 30 June 2023</div>	Interim results >
<div>🕒 31 December 2022</div>	Annual results >
<div>🕒 30 June 2022</div>	Interim results >

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](#) 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

 Enjoy Life Company Limited

Corporate information

Corporate personnel

Share capital

Corporate events

Submission summary >

Blackout period

Board meeting

Dividend


Shareholder meeting

Trading arrangement

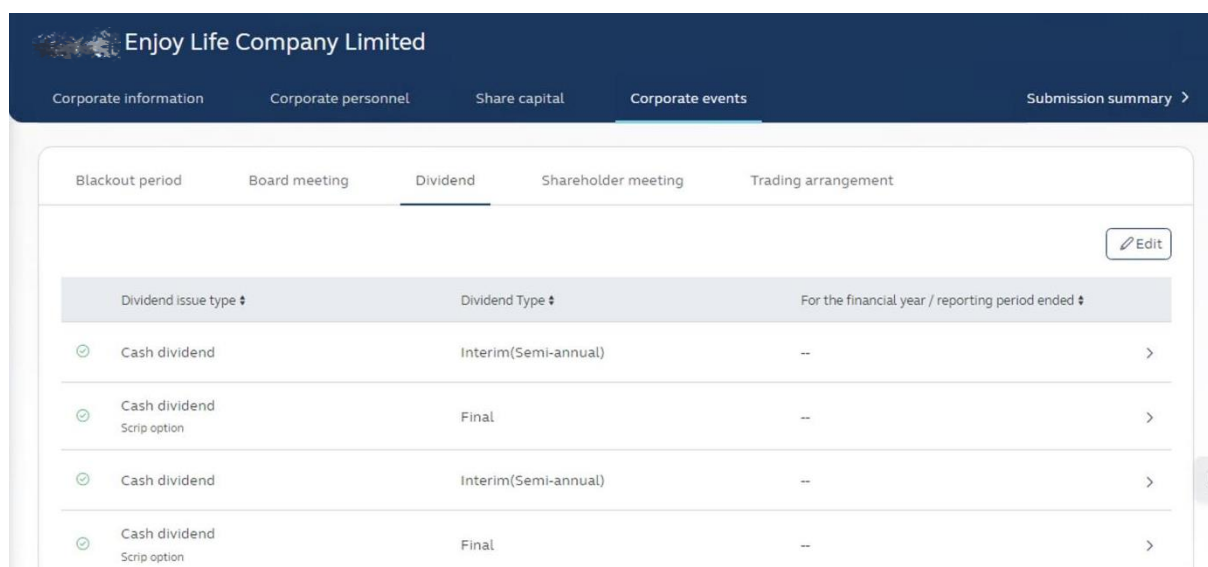
All

Edit


Meeting start date	Purpose	
<div><div></div>14 August 2024</div>	To approve the financial results / To consider the declaration, recommendation or payment of a dividend (if any)	>
<div><div></div>14 March 2024</div>	To approve the financial results	>
<div><div></div>29 August 2023</div>	To approve the financial results / To consider the declaration, recommendation or payment of a dividend (if any)	>
<div><div></div>16 March 2023</div>	To approve the financial results	>

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  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



Dividend issue type ‡	Dividend Type ‡	For the financial year / reporting period ended ‡
✓ Cash dividend	Interim(Semi-annual)	-- >
✓ Cash dividend Scrip option	Final	-- >
✓ Cash dividend	Interim(Semi-annual)	-- >
✓ Cash dividend Scrip option	Final	-- >

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  to proceed to the “Dividend landing page”. For details, please refer to section “[5. Submissions and cases](#)” > “[C. Dividend](#)”.

## Shareholder meeting sub tab page



Enjoy Life Company Limited

Corporate information

Corporate personnel

Share capital

Corporate events

Submission summary >

Blackout period

Board meeting

Dividend


Shareholder meeting

Trading arrangement

All

Edit

Meeting date and time ‡	Meeting type ‡
<div><div></div><div>16 November 2024</div><div>14:30</div></div>	<div>Extraordinary general meeting</div> <div></div>
<div><div></div><div>24 May 2024</div><div>14:30</div></div>	<div>Annual general meeting</div> <div></div>
<div><div></div><div>26 May 2023</div><div>14:30</div></div>	<div>Annual general meeting</div> <div></div>
<div><div></div><div>25 May 2022</div><div>14:30</div></div>	<div>Annual general meeting</div> <div></div>

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  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

Corporate information

Corporate personnel

Share capital

Corporate events

Submission summary >

Blackout period

Board meeting

Dividend

Shareholder meeting

Trading arrangement

Enter case number or case

Q


Edit

Case number ‡	Case ‡	Last updated date & time ‡	
<div><div></div></div> 20241003-F04321-0001	Share consolidation	11 December 2024 17:57	<div>&gt;</div>
<div><div></div></div> 20240903-F04321-0001	Privatisation/ Withdrawal or cancellation of listing of securities	4 September 2024 11:15	<div>&gt;</div>


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

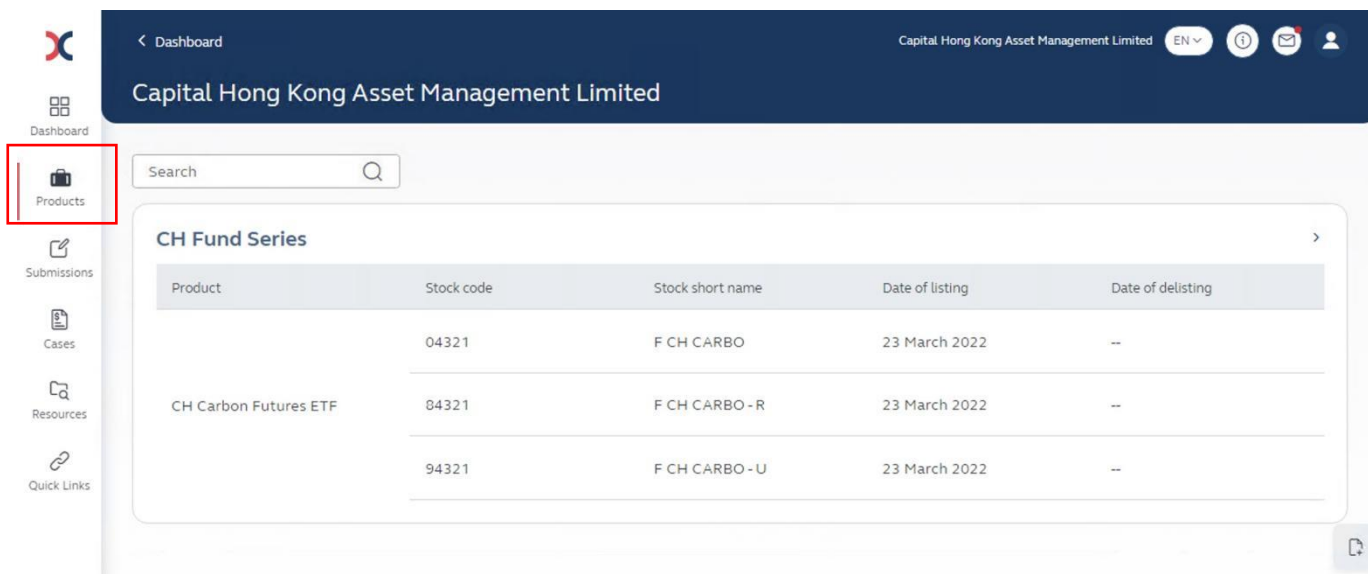
Note:

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

- Click an item in the table, the Trading arrangement detail drawer will pop up where you can view detailed information of the trading arrangement.
- If you have the “Submitter” permission to “Trading arrangement” of the issuer, click  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 icon on the left navigation bar, you will be navigated to the ETP scheme selection page.




Dashboard

Capital Hong Kong Asset Management Limited

Search

**CH Fund Series**

Product	Stock code	Stock short name	Date of listing	Date of delisting
CH Carbon Futures ETF	04321	F CH CARBO	23 March 2022	--
	84321	F CH CARBO - R	23 March 2022	--
	94321	F CH CARBO - U	23 March 2022	--

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 “Exchange traded product issuer”, you will be navigated to the ETP scheme selection page.

Dashboard

Blue Ocean LLP EN

## Assigned issuers

Please select an issuer to view issuer profile

Search stock code or issuer name

Stock code	Issuer name	Issuer type
0005 HK	Enjoy Life Company Limited 悅享生活有限公司	Equity
07777	Dynamic Design Company Limited 動態設計有限公司	Equity
08888	Summit Strategies Company Limited 高峰策略有限公司	Equity
--	Crescent Moon Media Company Limited 新月媒體有限公司	ETP

### ETP scheme selection page

1. ETP issuer profile is displayed by scheme level, instead of issuer level. Therefore, you need 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”](#).

Search

#### CH Fund Series

Product	Stock code	Stock short name	Date of listing	Date of delisting
CH Carbon Futures ETF	04321	F CH CARBO	23 March 2022	--
	84321	F CH CARBO - R	23 March 2022	--
	94321	F CH CARBO - U	23 March 2022	--

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

## Issuer profile of scheme

Product balance Dividend Shareholder meeting Trading arrangement Contact information Submission tracker >

Last updated on 4 June 2024, 19:00 [Edit](#)

### Product information

Product  Stock code

Multi-counter stock code and currency

Stock code	Currency
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

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 **Trading arrangement** to move to Trading arrangement tab page.
  - (5) Click Contact information **Trading arrangement** to move to Contact information tab page.

## Product balance tab page

Product balance   Dividend   Shareholder meeting   Tranding arrangement   Contact information   Submission tracker >

Last updated on 4 June 2024, 19:00 [Edit](#)

### Product information

Product  Stock code

Multi-counter stock code and currency

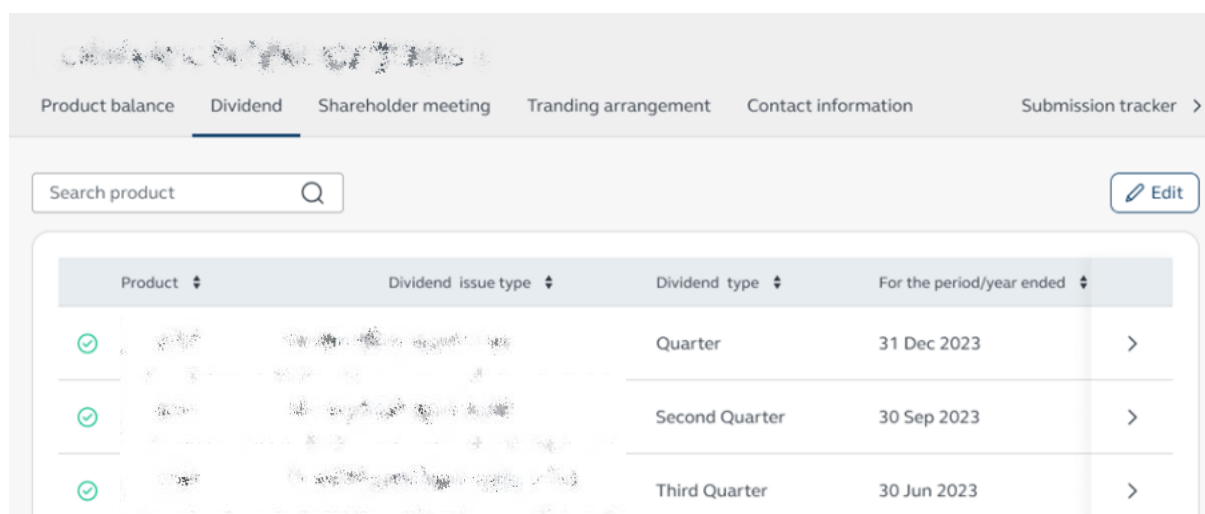
Stock code	Currency
<input type="text"/>	RMB
<input type="text"/>	USD

### Monthly balance confirmation history


Period	Closing balance of units	Updated on
▼ May 2024	112,382	4 June 2024 19:00
▼ Apr 2024	121,183	5 May 2024 18:00
▼ Mar 2024	121,183	3 Apr 2024 18:00

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](#) [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)”.

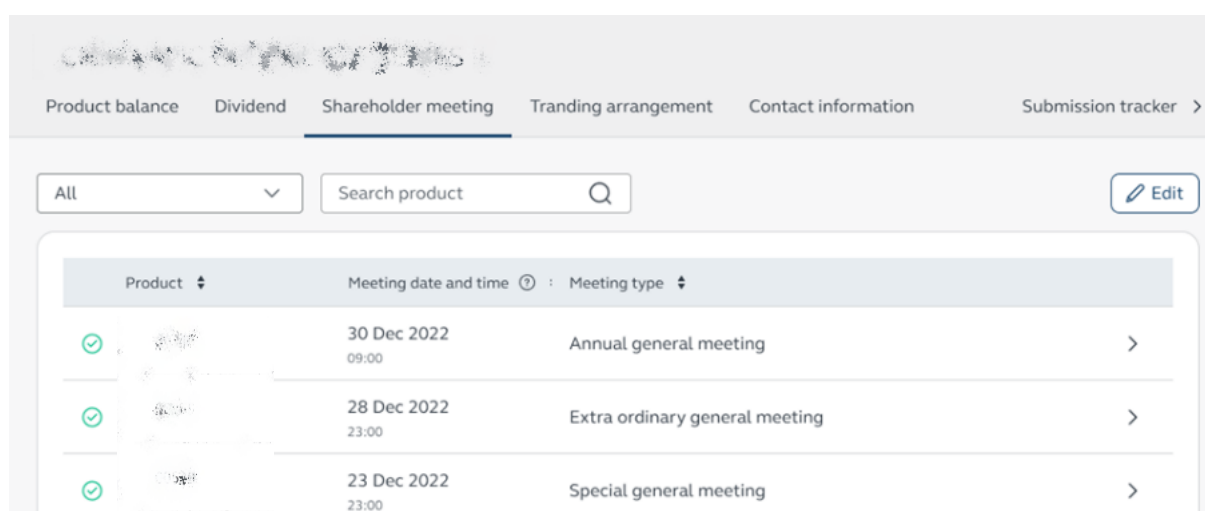
## Dividend sub tab page



Product	Dividend issue type	Dividend type	For the period/year ended
✓		Quarter	31 Dec 2023
✓		Second Quarter	30 Sep 2023
✓		Third Quarter	30 Jun 2023

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



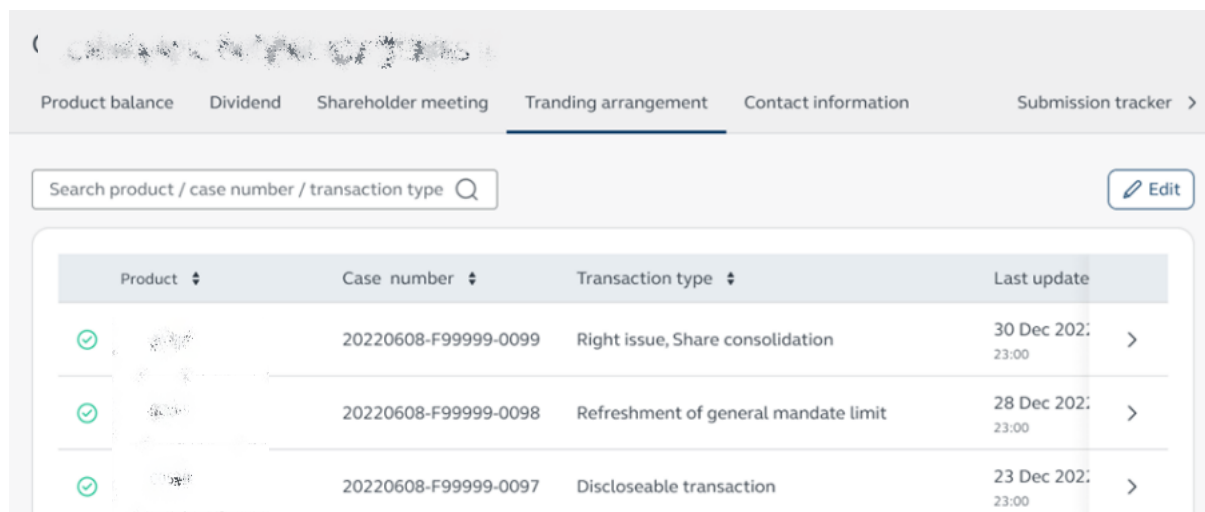
Product	Meeting date and time	Meeting type
✓	30 Dec 2022 09:00	Annual general meeting
✓	28 Dec 2022 23:00	Extra ordinary general meeting
✓	23 Dec 2022 23:00	Special general meeting




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




Product	Case number	Transaction type	Last update
	20220608-F99999-0099	Right issue, Share consolidation	30 Dec 202: 23:00 >
	20220608-F99999-0098	Refreshment of general mandate limit	28 Dec 202: 23:00 >
	20220608-F99999-0097	Discloseable transaction	23 Dec 202: 23:00 >

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

Back to Products

Capital Hong Kong Asset Management Limited

EN

CH Fund Series

Product balance Dividend Shareholder meeting Trading arrangement **Contact information** Submission summary >

The following information is for HKEX's internal use.

Search product / Contact ...

Product	Contact person	Email address	Telephone number
CH Carbon Futures ETF	Chris Wong	chriswong@ch.com	+852 9111 1111

Privacy Notice Disclaimer Help Contact us

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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.

Edit contact information

Contact information

The following information is for HKEX's internal use.

Contact person (English) \*

Jonathan Higgins

Contact person (Chinese)

凱金斯

Office email address

Jonathan@abc.com

Office telephone number \*

+852 1234\*\*\*\*

Description

Please input

Add more

Product information

Product	Stock code	Currency
CAM ASIA	000000	HKD
	000000	USD
	000000	RMB

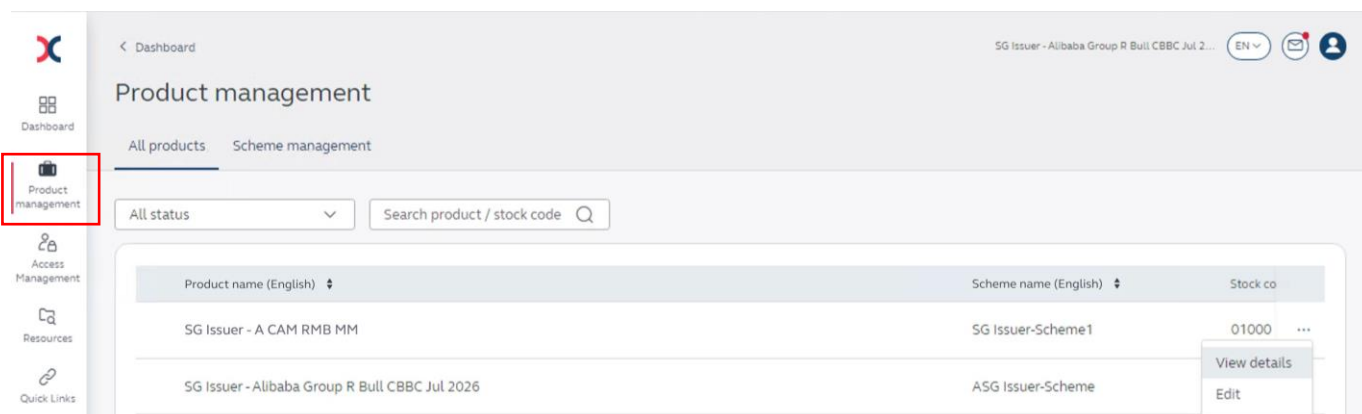
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Cancel Confirm

## 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.

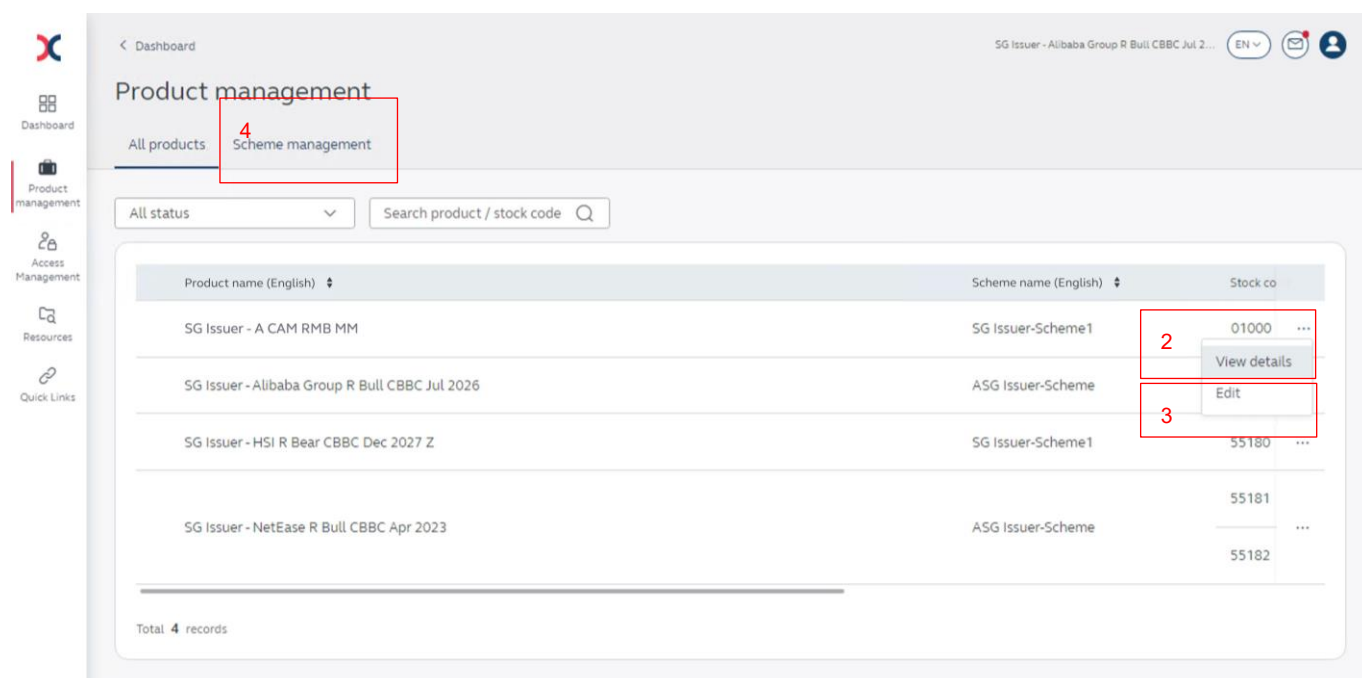




You can:

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”.

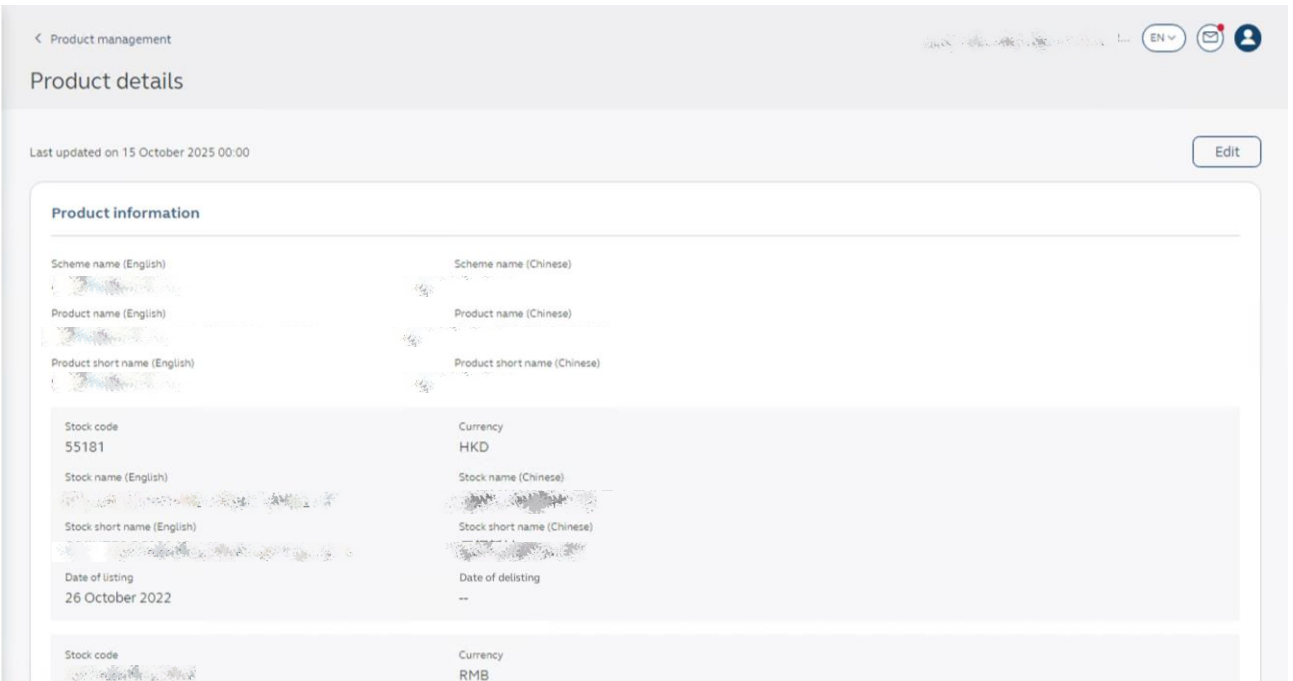
### 4.4.1 Product management

#### 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



The screenshot shows the 'Product details' page. On the left is a sidebar with navigation links: Dashboard, Product management (active), Access Management, Resources, and Quick Links. The main content area has a header 'Product details' and a sub-header 'Last updated on 15 October 2025 00:00'. An 'Edit' button is in the top right. The 'Product information' section contains a table with the following data:

Field	Value
Scheme name (English)	[blurred]
Scheme name (Chinese)	[blurred]
Product name (English)	[blurred]
Product name (Chinese)	[blurred]
Product short name (English)	[blurred]
Product short name (Chinese)	[blurred]
Stock code	55181
Currency	HKD
Stock name (English)	[blurred]
Stock name (Chinese)	[blurred]
Stock short name (English)	[blurred]
Stock short name (Chinese)	[blurred]
Date of listing	26 October 2022
Date of delisting	--
Stock code	[blurred]
Currency	RMB

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

< Product management

EN

### Edit product details

Scheme information

Select scheme \*

Product information

Product name (English)	Product name (Chinese)
Product short name (English)	Product short name (Chinese)
Stock code	Currency HKD
Stock name (English)	Stock name (Chinese)
Stock short name (English)	Stock short name (Chinese)
Date of listing 26 October 2022	Date of delisting --
Stock code	Currency RMB

Cancel Confirm

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

< Dashboard

SG Issuer - Alibaba Group R Bull CBBC Jul 2...

EN

### Product management

All products Scheme management

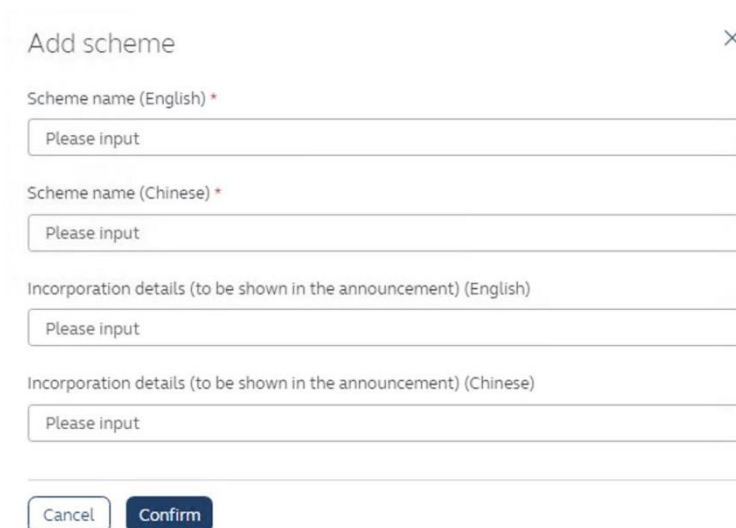
Search scheme

+ New scheme



Scheme name (English) ↓	Scheme name (Chinese) ↓	Incorporation details (to be shown in the announcement) (English) ↓	Incorporation details (to be shown in the announcement) (Chinese)	
A Hong Kong umbrella unit trust	香港單位信託基金	A Hong Kong umbrella unit trust	香港單位信託基金	...
A Hong Kong umbrella unit trust	香港單位信託基金	A Hong Kong umbrella unit trust	香港單位信託基金	Edit Remove
A Hong Kong umbrella unit trust	香港單位信託基金	A Hong Kong umbrella unit trust	香港單位信託基金	

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 “\*”.

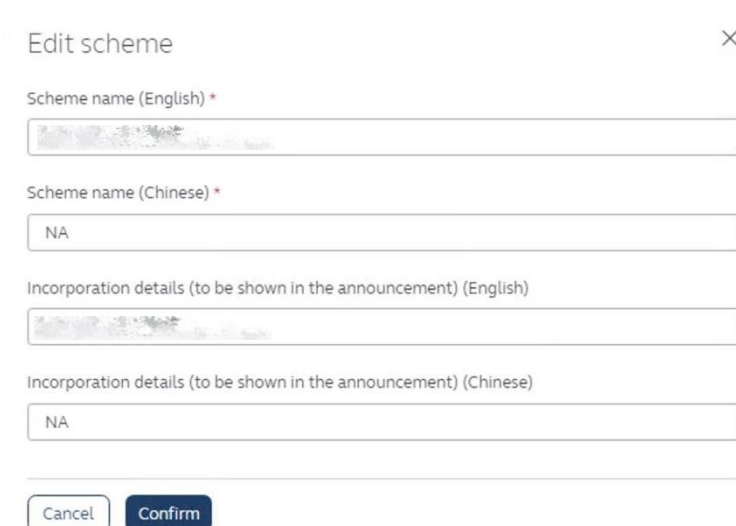
Once completed, click Confirm , the scheme will be added.






The 'Add scheme' dialog is a light gray box with a close button (X) in the top right corner. It contains four text input fields, each with a placeholder 'Please input'. The first two fields are labeled 'Scheme name (English) \*' and 'Scheme name (Chinese) \*'. The next two are labeled 'Incorporation details (to be shown in the announcement) (English)' and 'Incorporation details (to be shown in the announcement) (Chinese)'. At the bottom, there are two buttons: 'Cancel' and 'Confirm'.

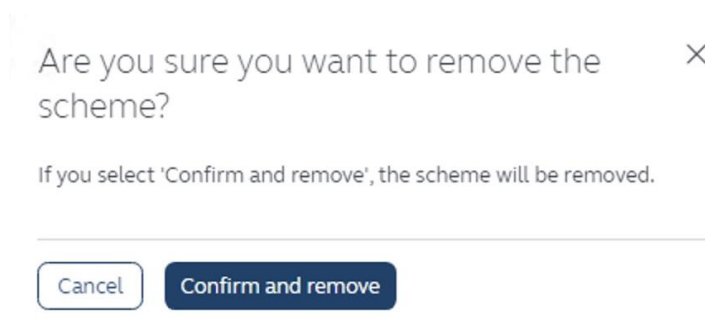
3. Click ...  besides one product, then click Edit , the Edit scheme dialog will pop up, you can edit scheme name and incorporation details in the dialog, mandatory information is marked with an asterisk “\*”.

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



The 'Edit scheme' dialog is a light gray box with a close button (X) in the top right corner. It contains four text input fields. The first two fields are labeled 'Scheme name (English) \*' and 'Scheme name (Chinese) \*', with the first containing some placeholder text and the second containing 'NA'. The next two are labeled 'Incorporation details (to be shown in the announcement) (English)' and 'Incorporation details (to be shown in the announcement) (Chinese)', with the first containing some placeholder text and the second containing 'NA'. At the bottom, there are two buttons: 'Cancel' and 'Confirm'.

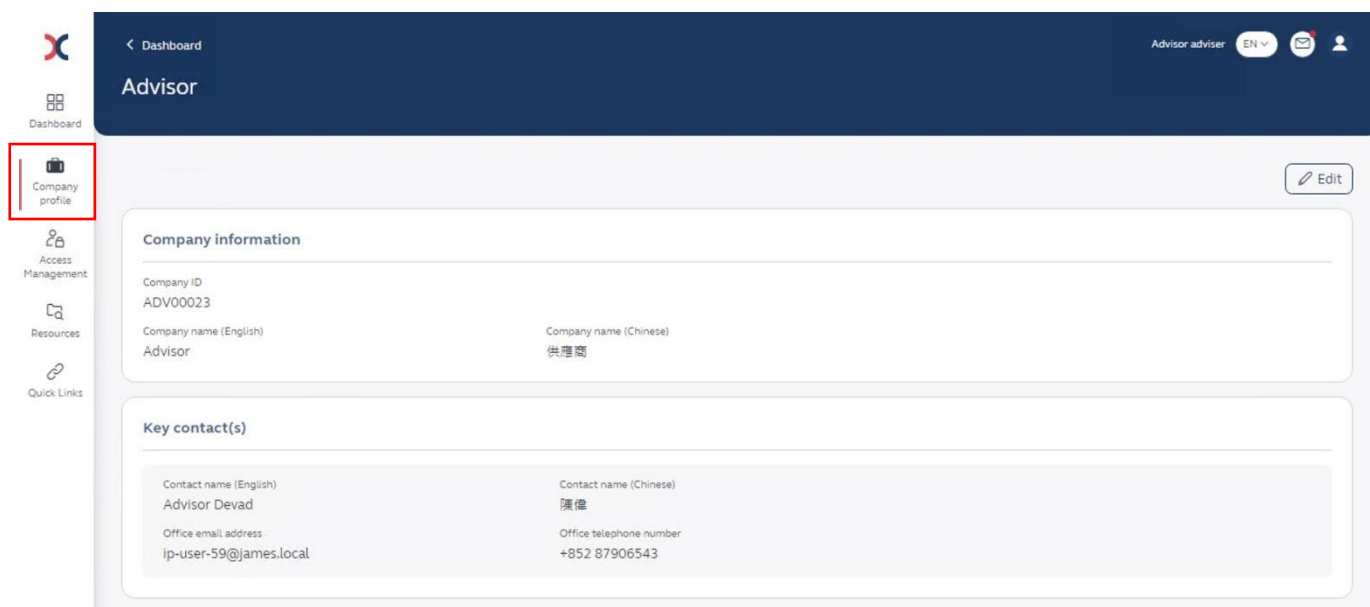
4. Click ...  besides one product, then click Remove , the Remove confirmation dialog will pop up. Click Confirm and remove , you can remove the scheme.




## 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 , you can move to Edit company profile page.

## Edit company profile page

< Company profile Advisor adviser EN

### Edit company profile

Company information

Company ID  
ADV00023

Company name (English) \*

Advisor

Company name (Chinese) \*

供應商

Key contact(s)

Contact name (English) *	Contact name (Chinese)
Advisor Devad	陳偉
Office email address *	Office telephone number
ip-user-59@james.local	+852 87906543

[Add more](#)

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[Cancel](#) [Confirm](#)

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](#)”).


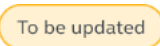

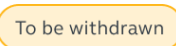
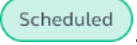
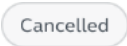
Step 5. Approve or reject submission: for submission types requiring publication, user with “Approver” permission to review, approve or reject the submission (refer to section “[5.1.1.4 Approve or reject a submission](#)”).


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:


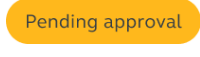
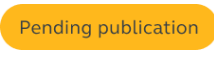
- (1) New : the object is newly created in the submission.
- (2) To be updated : changes are made on an active object, but they have not been submitted or approved yet
- (3) Draft : if you click save draft at the upper right corner of the page, any unfinished objects will be saved as a draft.
- (4) To be withdrawn : 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. . An active object refers to one that has been submitted, approved, and published (if applicable), with changes made to issuer profile.
- (6) 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.

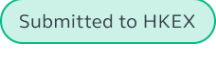

## 5. Submission status:


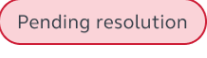
In 5.4 Submission summary, you can see the status of all your submissions.

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

- 1) Saved  : the submission is saved as draft and not yet submitted.
- 2) Pending approval  (for submission types requiring approval): submitted but pending approval.
- 3) 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  (for submission types not requiring approval or publication): submissions successfully sent to HKEX.
- 2) 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  : 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

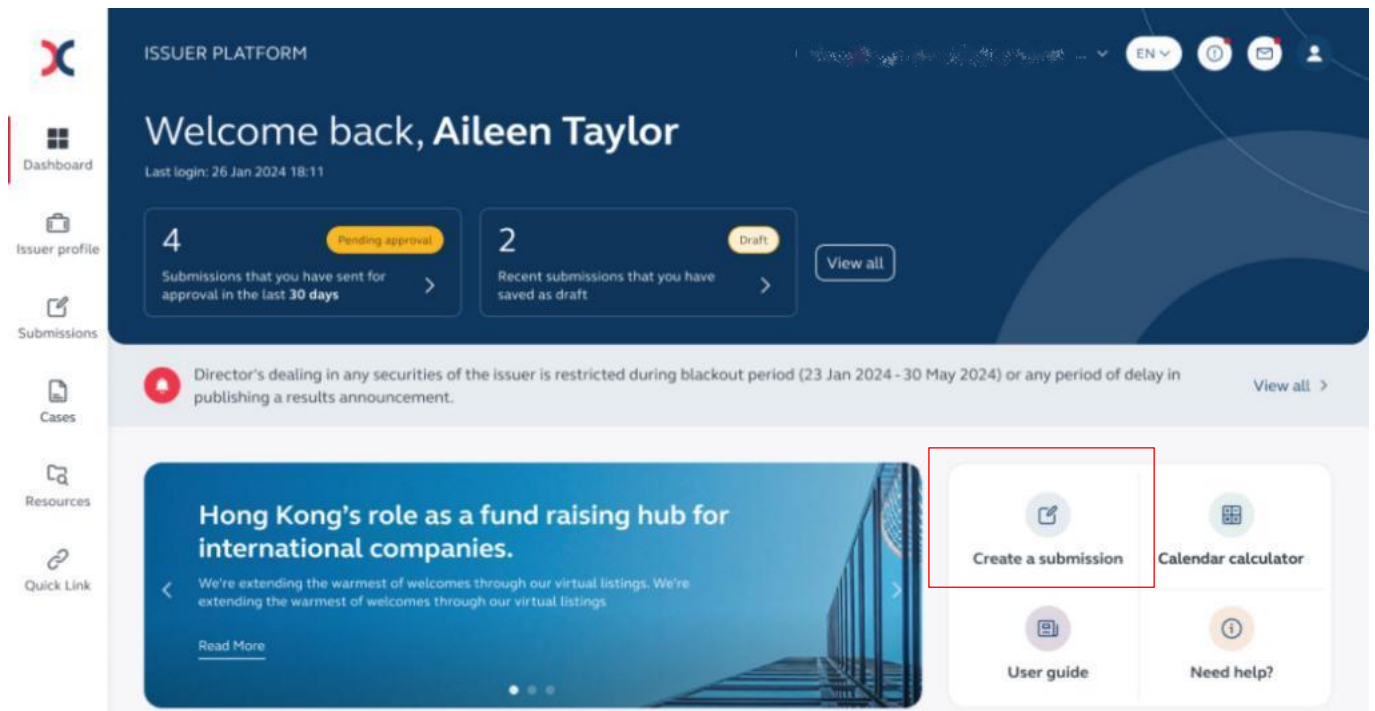
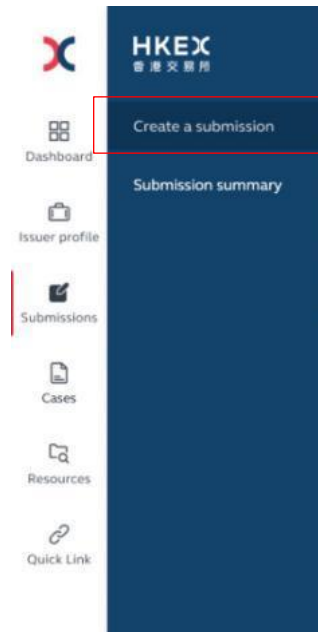


Click the “Submissions” [Submissions](#) icon on the left navigation panel, then click the Create a submission

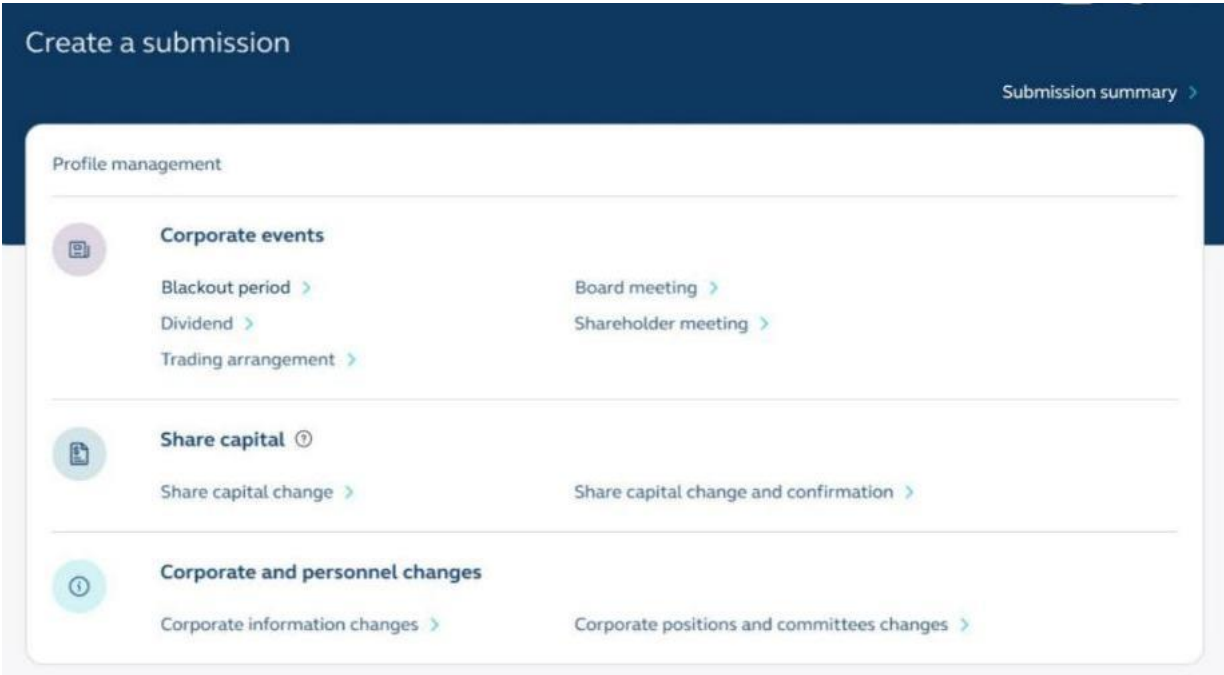


Create a submission

button on the sub menu, or click the Create a submission [Create a submission](#) button on the dashboard, you will be navigated to Create a submission page.

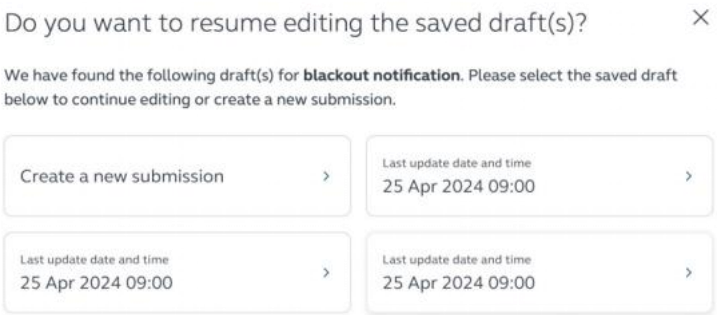


Create a submission page



- 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 screenshot shows the 'Submission summary' page for an equity issuer. The 'Profile management' tab is selected and highlighted with a red box. The page displays a table of submissions with columns for Submission type and ID, Status, and Last updated on. The status column shows 'Published' and 'Submitted to HKEX'.

Submission type and ID	Status	Last updated on
Share capital change and confirmation SF2024120500001	Published	5 December 2024 16:47 Wong Amy (Enjoy Life Company Limited)
Shareholder meeting SH2024102700001	Submitted to HKEX	27 October 2024 17:43 Wong Amy (Enjoy Life Company Limited)
Dividend DI2024081900001	Published	20 August 2024 09:06 Wong Amy (Enjoy Life Company Limited)
Corporate positions and committees changes CP2024053000001	Submitted to HKEX	30 May 2024 18:46 Wong Amy (Enjoy Life Company Limited)
Shareholder meeting SH2024042300001	Submitted to HKEX	23 April 2024 10:10 Wong Amy (Enjoy Life Company Limited)

The Product management tab page for ETP issuer

The screenshot shows the 'Submission summary' page for an ETP issuer. The 'Product management' tab is selected and highlighted with a red box. The page displays a table of submissions with columns for Scheme / Product, Submission type and ID, Status, and Last updated on. The status column shows 'Published' and 'Submitted to HKEX'.

Scheme / Product	Submission type and ID	Status	Last updated on
Monthly balance confirmation SP2024120500001	Monthly balance confirmation SP2024120500001	Published	5 December 2024 16:47 Amy Wong (Capital Hong Kong Asset Management Limited)
Shareholder meeting SH2024102700001	Shareholder meeting SH2024102700001	Submitted to HKEX	27 October 2024 11:02 Ken Lee (Capital Hong Kong Asset Management Limited)
Dividend DI2024081900001	Dividend DI2024081900001	Published	20 August 2024 09:06 Amy Wong (Capital Hong Kong Asset Management Limited)
Shareholder meeting SH2024042300001	Shareholder meeting SH2024042300001	Submitted to HKEX	23 April 2024 10:10 Ken Lee (Capital Hong Kong Asset Management Limited)
Dividend DI2024081900001	Dividend DI2024081900001	Published	19 March 2024 18:32 Amy Wong (Capital Hong Kong Asset Management Limited)

## 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 [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.

Progress bar: Create changes (completed), Additional information (current), Review and submit. Save draft :

### Supporting documents to HKEX

The following information is for HKEX's internal use.

1. File formats: Word files (.doc, .docx), Excel files (.xls, .xlsx), PDF files (.pdf) and compressed files (.zip).
2. File size: Less than 20 MB per file.
3. Maximum 10 files per submission.
4. File name should not exceed 200 characters and no special character is allowed except hyphens(-), spaces( ) and dots(.).
5. Password protected files are not acceptable.

(1) Upload files

(2) < Back to overview

(3) Next step >

(1) Upload files [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.

Listing rules ?

Board  Chap...  (  ) (  ) (  ) (  ) ⊕

- 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

1 file(s) has been uploaded.

Document \*   Document type \*

Listing rules \*

M  -  (  ) (  ) (  ) ⊕

G  -  (  ) (  ) (  ) ⊕ ⊕

Percentage ratio(s) that produce anomalous results or are inappropriate to the sphere of activity of the listed issuer \*

Please select

Profits ratio  Revenue ratio

- 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

1 file(s) has been uploaded.

Document \*   Document type \*

Listing rules \*

M  -  (  ) (  ) (  ) ⊕

G  -  (  ) (  ) (  ) ⊕ ⊕

Listing venue of the target \*

HK

- (2) Click < Back to overview  to save the submission as a draft and return to the previous page.
- (3) Once completed, click Next step >  to save the draft and proceed to section “5.1.1.3 Review and submit”.



## 2. Additional information – Publication information

Additional information - Publication information

Please reminder that information below will be use to generate an announcement for this submission.

Stock code(s) and stock name(s) of related issuer(s)

Please enter stock code or stock name to select

09876 | Qingdao Ahnivation Technology Group Co.,Ltd. X

Date of announcement \*

DD/MM/YYYY

Disclaimer (English) \*

0/2000

Disclaimer (Chinese) \*

0/2000

Introduction (English) \*

0/2000

Introduction (Chinese) \*

0/2000

Additional information (English)

0/2000

Additional information (Chinese)

0/2000

Name of directors as of the date of announcement (English) \*

0/5000

Name of directors as of the date of announcement (Chinese) \*

0/5000

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

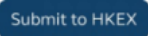

#### Submission review page

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.

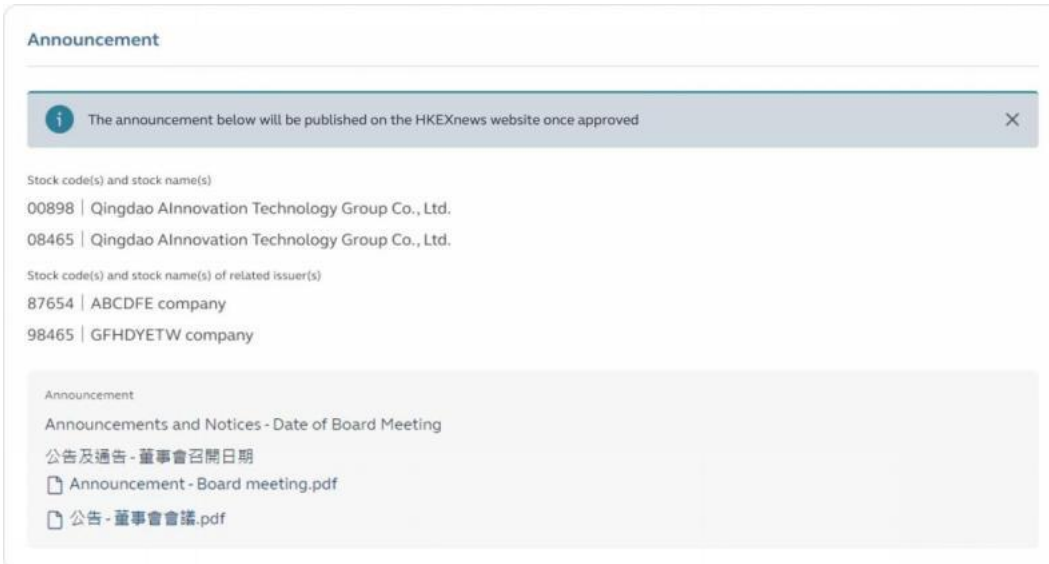
- (3) Click Submit to HKEX  to submit the submission, and you will be navigated to Submission acknowledgement page. For details, please refer to section [“5.1.1.5 Acknowledgement”](#).
- (4) Click < Back  to navigate back to Additional information page. For details, please refer to section [“5.1.1.3 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.

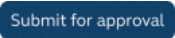


The screenshot shows a web interface titled "Announcement". At the top, there is a blue information bar with a white 'i' icon and the text: "The announcement below will be published on the HKEXnews website once approved". Below this, the interface lists stock codes and names: "00898 | Qingdao Alnnovation Technology Group Co., Ltd." and "08465 | Qingdao Alnnovation Technology Group Co., Ltd.". It also lists related issuer information: "87654 | ABCDFE company" and "98465 | GFHDYETW company". At the bottom, there is a section titled "Announcement" containing the text "Announcements and Notices - Date of Board Meeting", followed by two document links: "公告及通告 - 董事會召開日期" and "Announcement - Board meeting.pdf", and "公告 - 董事會會議.pdf".

- 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).”.



The screenshot shows a single line with a checked checkbox and the text: "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:

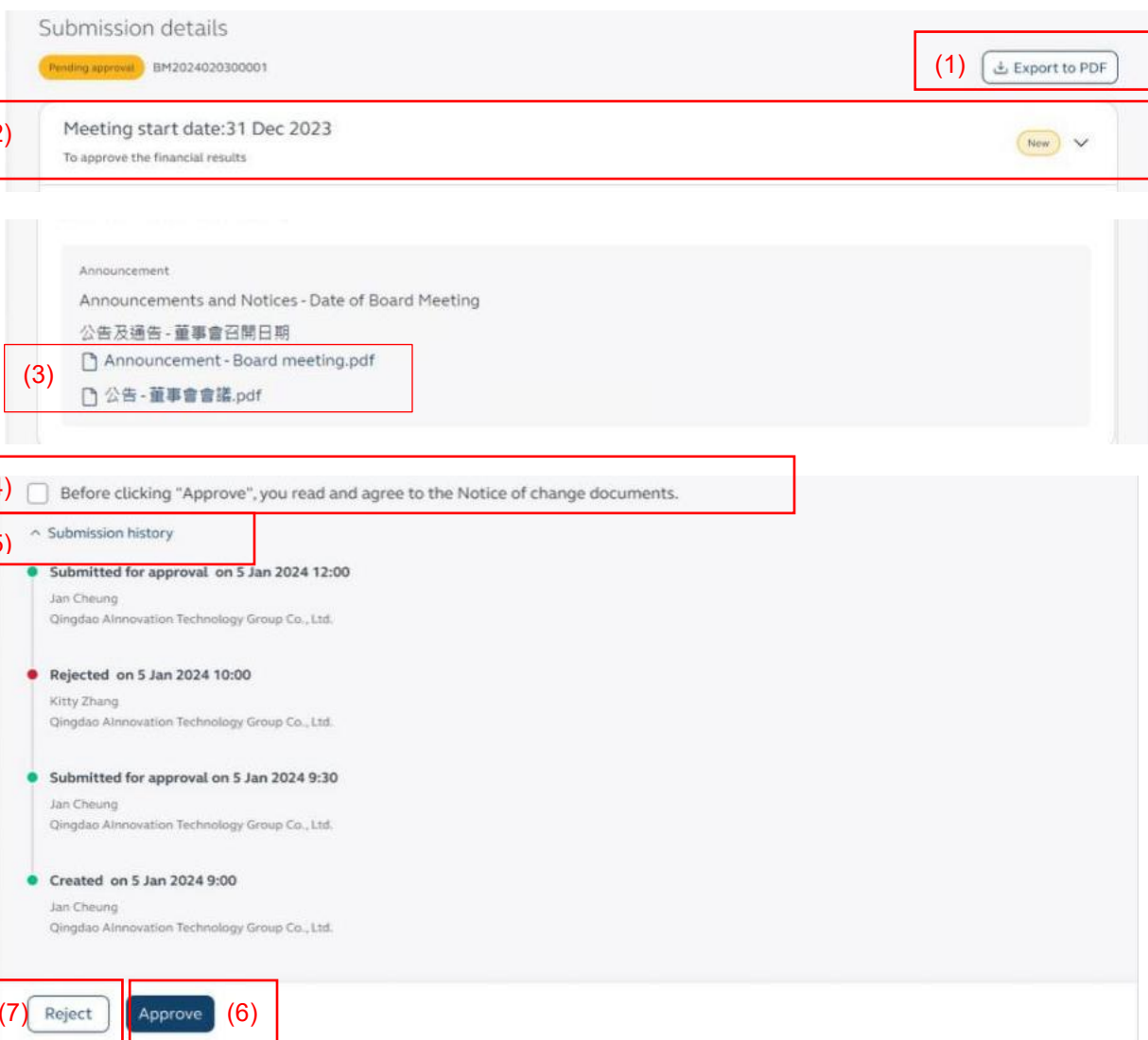
(1) Dashboard:

- 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)”.



The screenshot shows the 'Submission details' page for a submission with ID BM2024020300001, which is in 'Pending approval' status. The page includes a header with the submission ID and a button to 'Export to PDF'. Below the header, there is a section for 'Meeting start date: 31 Dec 2023' with a 'New' dropdown menu. The main content area displays an 'Announcement' section with two PDF files: 'Announcement - Board meeting.pdf' and '公告 - 董事會會議.pdf'. A checkbox is present for 'Before clicking "Approve", you read and agree to the Notice of change documents.' Below this, there is a 'Submission history' section showing a timeline of events: 'Submitted for approval on 5 Jan 2024 12:00' by Jan Cheung, 'Rejected on 5 Jan 2024 10:00' by Kitty Zhang, 'Submitted for approval on 5 Jan 2024 9:30' by Jan Cheung, and 'Created on 5 Jan 2024 9:00' by Jan Cheung. At the bottom, there are 'Reject' and 'Approve' buttons.

Submission details

Pending approval BM2024020300001

(1) Export to PDF

(2) Meeting start date: 31 Dec 2023  
To approve the financial results New

Announcement

Announcements and Notices - Date of Board Meeting

公告及通告 - 董事會召開日期

(3) Announcement - Board meeting.pdf  
公告 - 董事會會議.pdf

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

(5) Submission history

Submitted for approval on 5 Jan 2024 12:00  
Jan Cheung  
Qingdao AlInnovation Technology Group Co., Ltd.






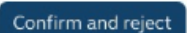
Rejected on 5 Jan 2024 10:00  
Kitty Zhang  
Qingdao AlInnovation Technology Group Co., Ltd.

Submitted for approval on 5 Jan 2024 9:30  
Jan Cheung  
Qingdao AlInnovation Technology Group Co., Ltd.

Created on 5 Jan 2024 9:00  
Jan Cheung  
Qingdao AlInnovation Technology Group Co., Ltd.

(7) Reject (6) Approve

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:



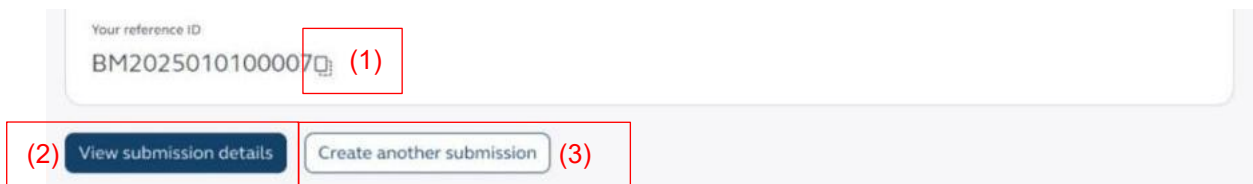
Blackout period has been submitted.


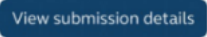

(2) If the submission requires approval, the acknowledgement will be shown as follows:



The submission has been sent for approval.

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

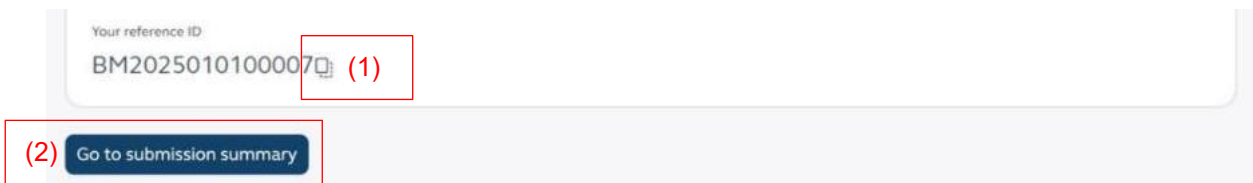




- 1) Click Copy  to copy the submission reference ID.
- 2) Click View submission details  to move to Submission detail page. For details, please refer to section “[5.4 Submission summary](#)”.
- 3) Click Create another submission  to move back to Create a submission page.

## 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  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

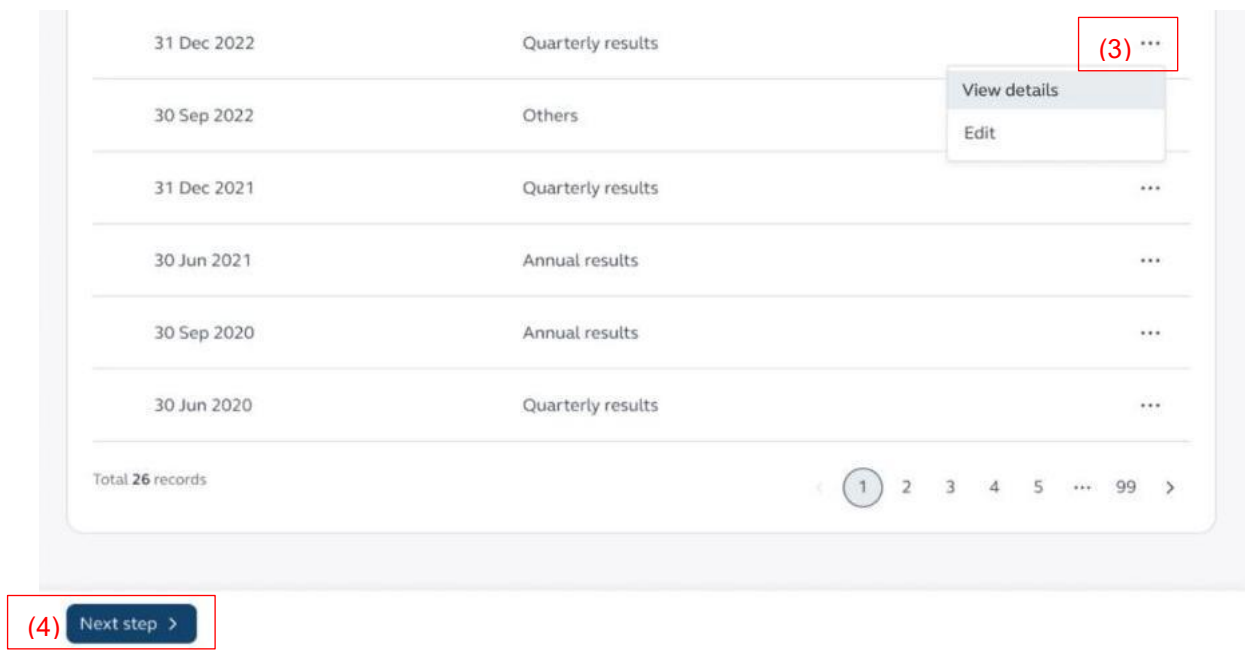
##### Blackout period landing page

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](#)”.

The screenshot shows the 'Blackout period' landing page. At the top, there is a header with the title 'Blackout period' and three tabs: 'Create changes | Overview' (active), 'Additional information', and 'Review'. A 'Save draft' button is visible in the top right corner. Below the tabs, there is a red box labeled (1) containing a '+ New' button. On the left side, there is a red box labeled (2) containing a toggle switch labeled 'Pending submission only'. Below this, there is a table with two columns: 'Financial year/period end date' and 'Type of results'. The first row of the table shows '31 Dec 2023' and 'Annual results'.

Financial year/period end date	Type of results
31 Dec 2023	Annual results



- (1) Click +New [+ New](#) to create a new blackout period notification. You will be navigated to A.2 Create new blackout period.
- (2) Pending submission only ☐ Pending submission only : turn on this toggle to show only draft submissions.
- (3) Click [...](#) and then choose one of the following actions:

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



- Edit [Edit](#) : you will be navigated to A.3 Edit blackout period notification.
- Remove [Remove](#) : a confirmation dialog will pop up. Click Confirm [Confirm](#) to remove the blackout period notification.



- Discard changes [Discard changes](#) : a confirmation dialog will pop up. Click [Confirm](#) to discard unsaved changes you made.
- (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](#)”.



## A.2 Create a new blackout period

### Blackout period page

1. After clicking +New [+ 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 > [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 in progress as a draft;
  - (2) Click < Back to overview [< Back to overview](#) to return to the Blackout period landing page. Any unsaved changes will be discarded; or
  - (3) Click Add more changes [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 .
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  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.

☒ To approve the financial results

Type of result \*

Please select 

Financial year / period end date \*

DD/MM/YYYY 

Board resolution (English)

To consider and approve the results and announcement of the [financial results] of the company and its subsidiaries for the [financial year end date]

0/2000

Board resolution (Chinese)

審議並批准本公司及其子公司在[財政年度結束日]的[財務]的業績和公告

0/2000

(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.


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

Dividend nature \*

☐ Ordinary

☐ Special

Dividend type \*

Please select 

Board resolution (English)

To consider the recommendation on the payment of a dividend

0/2000

Board resolution (Chinese)

考慮有關派息的建議

0/2000

(3) Other board resolution

Click "+Other board resolution"  Other board resolution and enter the description for the board resolution (in English and Chinese)

Board resolution (English) \*


Please enter in English

0/2000





Board resolution (Chinese) \*

Please enter in Chinese

0/2000



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,





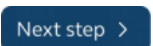
- (1) Click Save draft  to save the current submission in progress as a draft;
- (2) Click < Back to overview  to return to the Board meeting landing page; or
- (3) Click Add more changes  if you want to submit multiple board meeting notices in one submission. The current board meeting notice will be 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 
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 
3. A confirmation dialog will pop up. Click 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 >  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

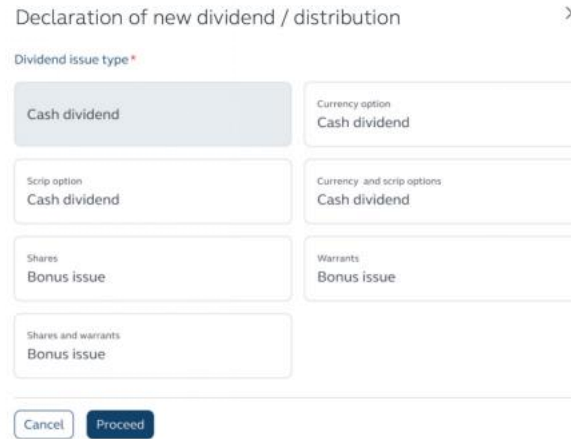
#### Dividend landing page

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:

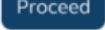


The dialog is titled "Declaration of new dividend / distribution" with a close button (X) in the top right corner. Below the title is a label "Dividend issue type" with a red asterisk. The dialog contains seven cards arranged in a grid. The first card, "Cash dividend", is highlighted with a grey background. The other cards are: "Currency option Cash dividend", "Scrip option Cash dividend", "Currency and scrip options Cash dividend", "Shares Bonus issue", "Warrants Bonus issue", and "Shares and warrants Bonus issue". At the bottom of the dialog are two buttons: "Cancel" and "Proceed".

- (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. Review and submit



## Step 4. Summary

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

#### 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, choose “Not applicable”.
3. Click +Add more  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.

#### Step 2. Dividend / Distribution details

1. Provide 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 .

**\*\*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)

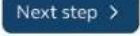
3. For **dividend with scrip option**, additional information about the scrip option will be required:

- (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  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)

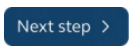
(3) **Other information**

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.


### **Step 4. Summary**

1. Review all the information you previously provided in Steps 1 to 3. Click Edit  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 [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**

### **Step 1. Basic information**

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)

### **Step 3. Other Information and Step 4. Summary**

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





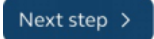
### **C.3 Edit dividend**

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 
3. A confirmation dialog will pop up. Provide reason for update/ change (in English and Chinese)
4. Click 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 >  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  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.

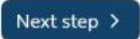
#### Step 2. Meeting & voting particulars

1. Provide meeting and voting information. Mandatory information is marked with an asterisk "\*". **You can choose "Not applicable" or "To be announced" for unavailable or not applicable items.** 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  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 >  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 shareholding meeting information as a draft;



(2) Click < 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  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 
3. A confirmation dialog will pop up. Provide reason(s) for the update / change. Click 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 >  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


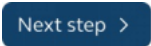
The Trading arrangement landing page displays a list of trading arrangement (e.g. case number and case type). You can search for a trading arrangement by entering the case type or case number in the search box.

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  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 >  to proceed to the Additional information page. For details, please refer to section “[5.1.1.2 Provide additional information](#)”.





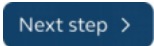
4. If you do not want to proceed for now,

- (1) click Save draft  to save the current submission as a draft;
- (2) Click <Back to overview  to return to the Trading arrangement landing page; or
- (3) Click 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  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 
3. A confirmation dialog will pop up, click 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 >  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

Corporate information change

Create changes | Overview Additional information Review Save draft

### Issuer information

Company name  
Qingdao Alnnovation Technology Group Co., Ltd.

Stock code	Date of listing
	23 Jan 2023
Stock short name(English)	Stock short name(Chinese)

### Service agent

Agent for the service of process in Hong Kong (English) Union Registrars Limited	Agent for the service of process in Hong Kong (Chinese) — Chinese name not applicable
---	---

(1) Edit

(2) Next step >

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](#)”.


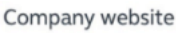
- (1) Click Edit Edit to edit information in the section.
- (2) Next step > Next step >: if a draft exists, this button is enabled. Click the button to proceed to Additional information page. For details, please refer to section “[5.1.1.2 Provide additional information](#)”.

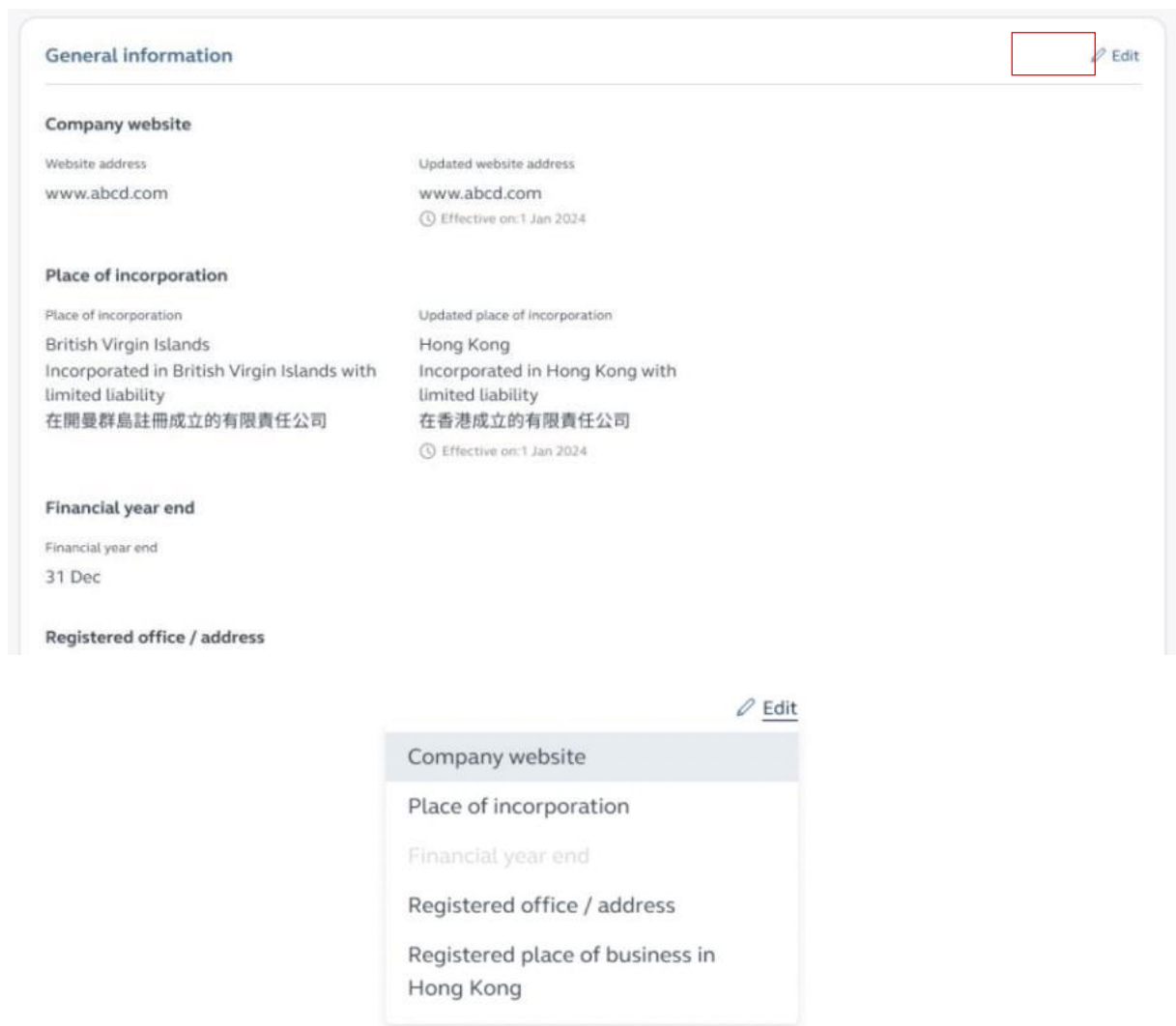


## F.2 Edit corporate information

### F.2.1 Edit company website

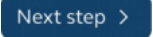

#### Company website page

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




The screenshot shows the 'General information' page with a red box highlighting the 'Edit' button (pencil icon) in the top right corner. Below the 'General information' header, the 'Company website' section is visible, showing the current website address 'www.abcd.com' and the updated website address 'www.abcd.com' with an effective date of '1 Jan 2024'. Other sections include 'Place of incorporation' (British Virgin Islands / Hong Kong), 'Financial year end' (31 Dec), and 'Registered office / address'. A dropdown menu is open, showing options: 'Company website' (highlighted), 'Place of incorporation', 'Financial year end', 'Registered office / address', 'Registered place of business in Hong Kong', and 'Edit'.

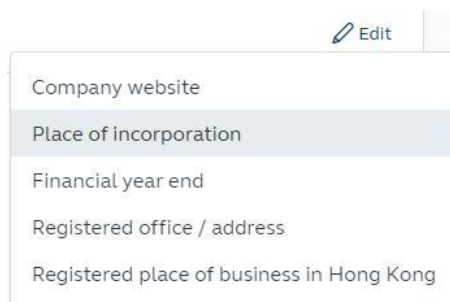
2. On the Company website page, to make changes to the company website, please complete the following fields:
  - (1) input the new website address (i.e. the URL)
  - (2) fill in the effective date of the change
  - (3) provide the reason of change (in English and Chinese)

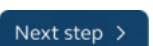

3. Once completed, click Next step >  to proceed to the Additional information page. For details, please refer to section “[5.1.1.2 Provide additional information](#)”.
4. Click “Add more changes” [Add more changes](#) if you want to submit more than one corporate information changes in one submission. 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  , then click Place of incorporation .to the Place of incorporation page.

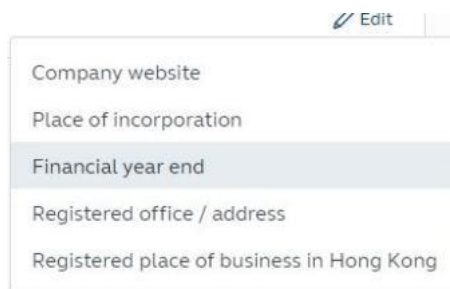




2. On the Place of incorporation page, to make changes for the place of incorporation (e.g. for re-domicile), please complete the following fields:
  - (1) select the new place of incorporation from the drop-down list, and fill in description in English and Chinese
  - (2) fill in the effective date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

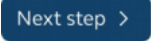
## F2.5 Edit registered place of business in Hong Kong

### 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 >  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).



Auditor(s) 		
Name (English)	Name (Chinese)	Appointment period
IP CPA Limited	李鳳會計師事務所有限公司	24 August 2024 - Present

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

**Corporate information change**

Create changes | **Update** | Additional information | Review | Save draft

Auditor(s) + New auditor

Name (English)	Name (Chinese)	Appointment period	
AAA CPA Limited	--	1 Jan 2024 - Present	...
BV CPA Limited	BV 會計事務所有限公司	1 Jan 2023 - 31 Dec 2023	...

Reason of change (English) ⓘ

Please enter

0/2000

Reason of change (Chinese) ⓘ

Please enter

0/500

< Back to overview | **Next step >** | Add more changes

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”.

Share registrar

Edit

Principal share registrar

Name of principal share registrar (English)

Conyers Trust Company(Cayman)Limited

Name of principal share registrar (Chinese)

--  
Chinese name not applicable

Address (English)

Cricket Square Hutchins Drive P.O. Box  
2681 Grand Cayman, KY1-1111, Cayman  
Islands

Address (Chinese)

--  
Chinese address not applicable

Hong Kong branch share registrar

Name of Hong Kong branch share registrar (English)

Computershare Hong Kong Investor  
Services Limited

Name of Hong Kong branch share registrar (Chinese)

聯合證券登記有限公司

The address of company's Hong Kong branch share registrar is the same as its principal share registrar.

Yes

Updated name of Hong Kong branch share registrar (English)

Computershare Hong Kong Investor  
Services Limited

Updated name of Hong Kong branch share registrar (Chinese)

--  
Chinese name not applicable


Updated address (English)

1 Queen's Road Central, Hong Kong

Updated address (Chinese)

香港中環皇后大道中1號, 中環, 香港

Effective on: 1 Jan 2024

1. In the “share registrar” section, click 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.

Edit

Principal share registrar

Hong Kong branch share registrar

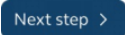
134


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.*



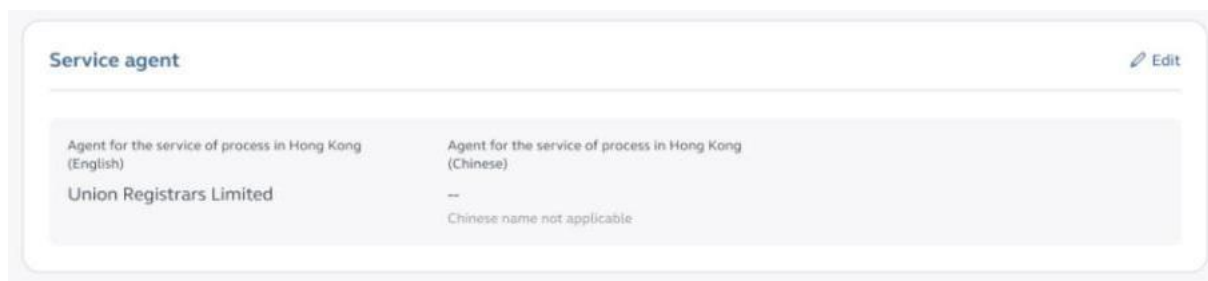
3. Once completed, click Next step >  to proceed to the Additional information page. For details, please refer to section “[5.1.1.2 Provide additional information](#)”.

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 , 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 >  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](#)”.

Corporate positions and committees changes

Create changes | Overview | Additional information | Review


Current

Search role and name


+ New

Key personnel	Type
Cheung Sam, 張三 Company secretary	Current
Ho Ming Choi, 何明財 Non - executive director   2 Committee role(s)	Current
Tai Kai Sun, 戴啟新 Independent non - executive director   2 Committee role(s)	Current
So Ho Jing, 蘇浩正 Independent non - executive director   Alternate authorised representative   2 Committee role(s)	Current
Zhang Xiaofei, 張曉飛 Executive director   Authorised representative   1 Committee role(s)	Current
Chan Ming Ming, 陳明明 Executive director   Authorised representative   1 Committee role(s)	Current
Wong Preston, 黃平頓	Current

Next step >


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

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

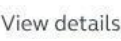

1) Use the filter  to filter "Current" or "All" corporate personnel(s).




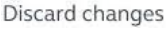


Note: a corporate personnel will become "Former" if the "End date" of all corporate position(s) and committee role(s) of the personnel is before today.

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  to proceed to G.3 Edit a corporate personnel.
- 3) Click Remove  : a dialog will pop up, click Confirm  in the dialog to remove the corporate personnel
- 4) Click Discard changes  : a dialog will pop up, click Confirm  in the dialog to remove changes you made to the corporate personnel information.
- (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](#)”.

## 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

Step 1/4. Basic information ▾

---

Personnel information

Surname (English) \* ⓘ

Other name (English) \* ⓘ

Surname (Chinese) \* ⓘ

Other name (Chinese) \* ⓘ

☐ Chinese name not applicable

Corporate position(s) + Add corporate position

Role	Appointment date	End date
No corporate position record		

Committee role(s) + Add committee role

Role	Appointment date	End date
No committee role record		

[< Back to overview](#) [Next step >](#)

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:

Add corporate position ×

Role \*

Please select (if applicable) ^


- Executive director
- Non - executive director
- Independent non - executive director
- Alternate director
- Authorised representative
- Alternate authorised representative
- Company secretary
- Supervisor
- Chief executive
- Chairman
- Other role (Please specify)


End date ⓘ

DD/MM/YYYY

End date


No record


- 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 
- 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  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 . 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  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 >  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

☒ Submit personal details later

. You can add the personal information by G.3 Edit a corporate personnel later.

3. Once completed, click Next step > [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 > [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).

Corporate positions and committees changes

Create changes | Add Additional information Review Save draft

Step 4/4. Summary

Basic information

Surname (English)	Other name (English)
Beatrice	Tai Man
Surname (Chinese)	Other name (Chinese)
--	--
Chinese name not applicable	

Corporate position(s)

(1) Edit

Remarks

Information below would be used as supplementary materials for notice of changes.

Remarks (English) ⓘ

Please input

0/2000

Remarks (Chinese) ⓘ

Please input



0/500

By submitting this information, you represent and warrant that you have obtained consents from the individuals to share their personal data with HKEX (and its personal data transferees summarised in the [Privacy Notice](#)) and where applicable, disclose it onto HKEXnews and any other applicable websites maintained by HKEX.




閣下提交此等資料，即表示閣下聲明及保證已獲得有關人士的同意，以便與香港交易所(及在其隱私聲明中概述的個人資料受讓人)分享其個人資料，並(如適用)於披露易或其他香港交易所維護的其他網站發佈。

(2)

< Back Next step > Add more changes

- (1) Click  Edit to move to step 1/2/3 to edit the information previously provided.
- (2) After confirming the input, click 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  to save the current corporate personnel information as a draft;
- (4) Click 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  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

Dashboard

Issuer profile

Submissions

Cases

Resources

Quick Link

Share capital change

Create changes | OverviewAdditional InformationReview

Save draft

(1) ☐ Show retired share class

(2) Ordinary shares  
Class A

(3) +

(6) ^ About the share class

Basic information

Class of shares

Ordinary shares

Stock code (if listed)

99999

Description (English)

...

Type of shares

Class H

Listed on the exchange

Yes

Description (Chinese)

...

Class issuance date

23 Jan 2024

^ Authorised/Registered shares

Number of authorised/registered shares as of today

30,000 Share(s)

Par value

1.00000 HKD

^ Show less

Authorised/registered share capital as of today

30,000 HKD

Shares issuance date

1 Jan 2023

Movements

(4) Manage history

Add closing balance

Date of change / Movement type	Number of authorised/ registered shares	Par value (HKD)	Authorised / registered share capital (HKD)
9 Feb 2024			
Opening balance	10,000	1.00000	10,000
Change	+ 10,000	1.00000	+ 10,000

Confirmation

Note: If there is insufficient space, please submit additional document.

Confirmation (English) \* ⓘ

We hereby confirm to the best knowledge information and belief that, in relation to each of the securities issued by the issuer during the month as set out in Part III and IV which has not been previously disclosed in a return published under Main Board Rule 13.25A / GEM Rule 17.27A, it has been duly authorised by the board of directors of the listed issuer and insofar as applicable.(Note 2)

(i) all money due to the listed issuer in respect of the issue of securities has been received by it;

0/2000

Confirmation (Chinese) \*

我們在此確認，據我們所知所信，第一章節所述的每項證券發行已獲發行人董事會正式授權批准，並在適用的情況下:(註9)



(1)上市發行人已收取其在是次發行應得的全部款項;

(1)已履行主板上市規則/GEM上市規則「上市資格」項下所規定有關上市的一切先決條件:(i) 批准證券上市買賣的正式文件內所載的所有

0/2000

(5) Next step >

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:




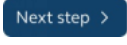
1) About the share class

For each share class, you can manage the following sub share class:


- 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

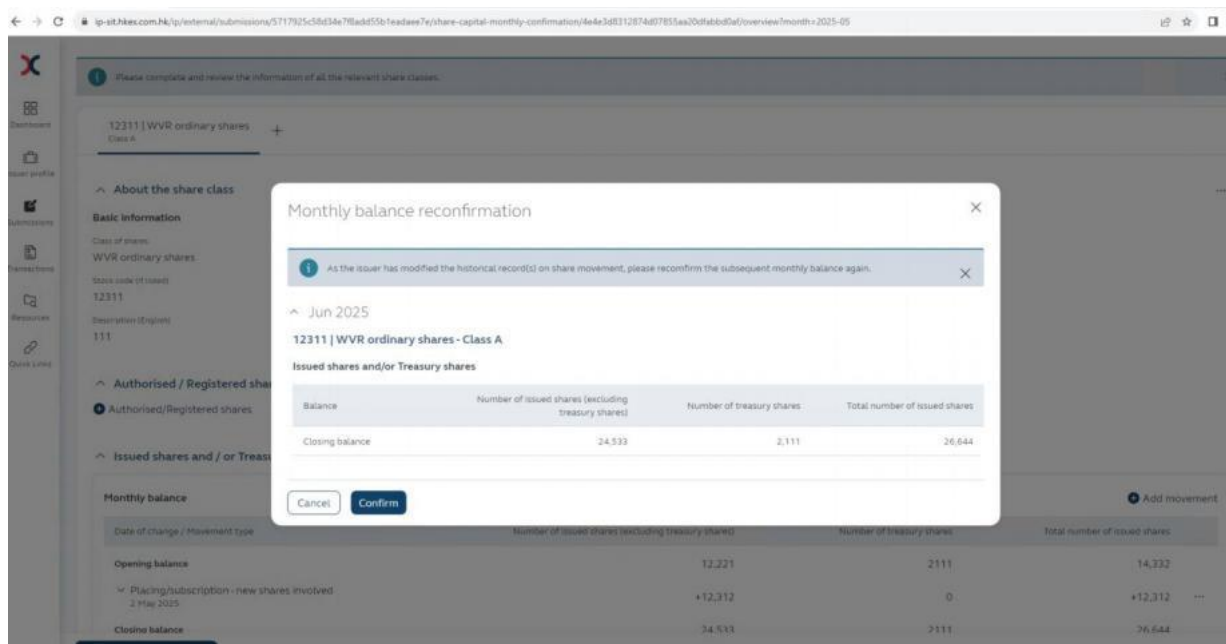
For 1), please refer to section “[H.2 Share class management](#)”.

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)

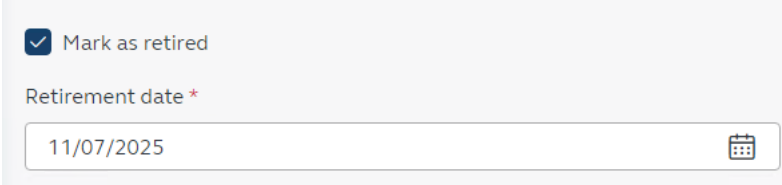
To remove a draft share class (not yet submitted or published) in this submission:

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”.



☒ Mark as retired




Retirement date \*

11/07/2025 

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

- On the Share capital change landing page, in the “Authorised / Registered shares” section, click +  
Authorised / Registered shares  Authorised / Registered shares. The Add Authorised / Registered shares dialog will pop up.
- Please complete the following information:
  - Issuance date;
  - Number of authorised shares (Initial balance);
  - Par value (with a currency type);
  - Authorised share capital (Initial balance): Number of authorised shares (Initial balance)
- 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)

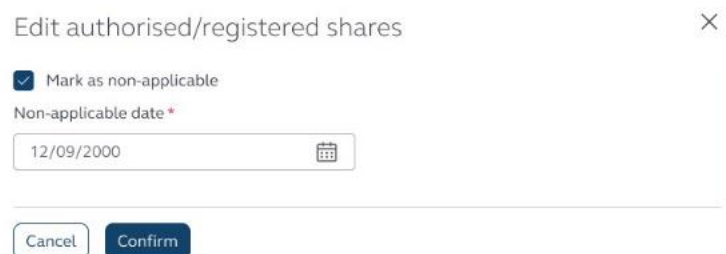
To edit / remove Authorised / Registered shares, on the Share capital change landing page, in the “Authorised / Registered shares” section:



1. Click ...  , then click Edit  . Edit 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  to save the changes
4. For removal, click ...  , then click Remove  . A confirmation dialog will pop up. Click 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  , the Edit Authorised / Registered 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  to save the change



4. For removal, click ...  , then click Remove 
5. The Remove confirmation dialog will pop up. Click 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  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  , 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  to save the changes
4. For removal, click ...  , then click Remove  . A confirmation dialog will pop up. Click 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  / + Warrants  / + Convertibles  / + 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  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  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  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	Convertible	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





Manage history ✕

Issued shares ▼ 01 / 02 / 2023 📅 - 01 / 03 / 2023 📅

Date of change	Movement Type	Change in Issued shares (excluding treasury shares)	Change in treasury shares	Total number of issued shares change	
✓ 12 Mar 2024	Placing/subscription New shares involved	+500,000	-100,000	+400,000	...
✓ 9 Mar 2024	Open offer Treasury shares involved	+10,000	0		...
✓ 9 Mar 2024	Open offer Treasury shares involved	+2,000	0	+2,000	...

Edit  
Withdraw

On the Share capital change landing page, click 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  . The relevant movement dialog will pop up.
  - (2) Update the movement information as needed.
  - (3) Once completed, click 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  . A confirmation dialog will pop-up.
  - (2) Click 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 ["1.2 HDR issuer"](#).
3. For ETP issuer (the listing information type of the issuer is "Ch20 ETP"), please refer to section ["1.3 ETP issuer"](#).

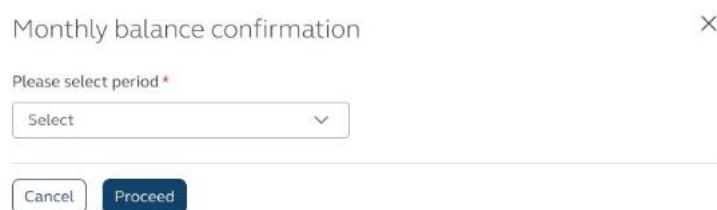
## I.1 Equity issuer / REITs issuer

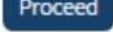
### Share capital change and confirmation landing page

To access the Share capital change and confirmation landing page, please refer to section ["5.1.1.1 Enter landing page"](#).

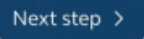
Since the share capital change and confirmation submission is bound by a reporting period, you should first select the month that you want to submit monthly confirmation for in the Monthly balance confirmation dialog before entering the landing page.

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>  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 . 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  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 . The Add HDR dialog will pop up with information pre-filled. Edit the information in the dialog. Once completed, click Confirm  to save the changes.






2. Select the HDR you want to remove, click , then click Remove . The Remove confirmation dialog will pop up. Click 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 . 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  to save the changes.

2. Select the HDR you want to remove, click , then click Remove . The Remove confirmation dialog will pop up. Click 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.

Monthly balance confirmation ×

Scheme name\*

Please select ▼

Reporting period\*

Please select ▼

Cancel

Proceed

1. In the dialog, select a “Scheme name” and a reporting month from the drop-down list, then click Proceed 

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.

Monthly balance confirmation

ChinaAMC Global ETF Series III Mar 2024

Create changes | Overview

Additional information

Review

Save draft ⋮

Product selection

Scheme name

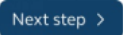
Reporting period

Mar 2024

1. Please select at least one applicable product in order to proceed.
2. Opening balance refers to the balance as on the first day of the selected reporting period; closing balance refers to the balance as on the last day of the selected reporting period.

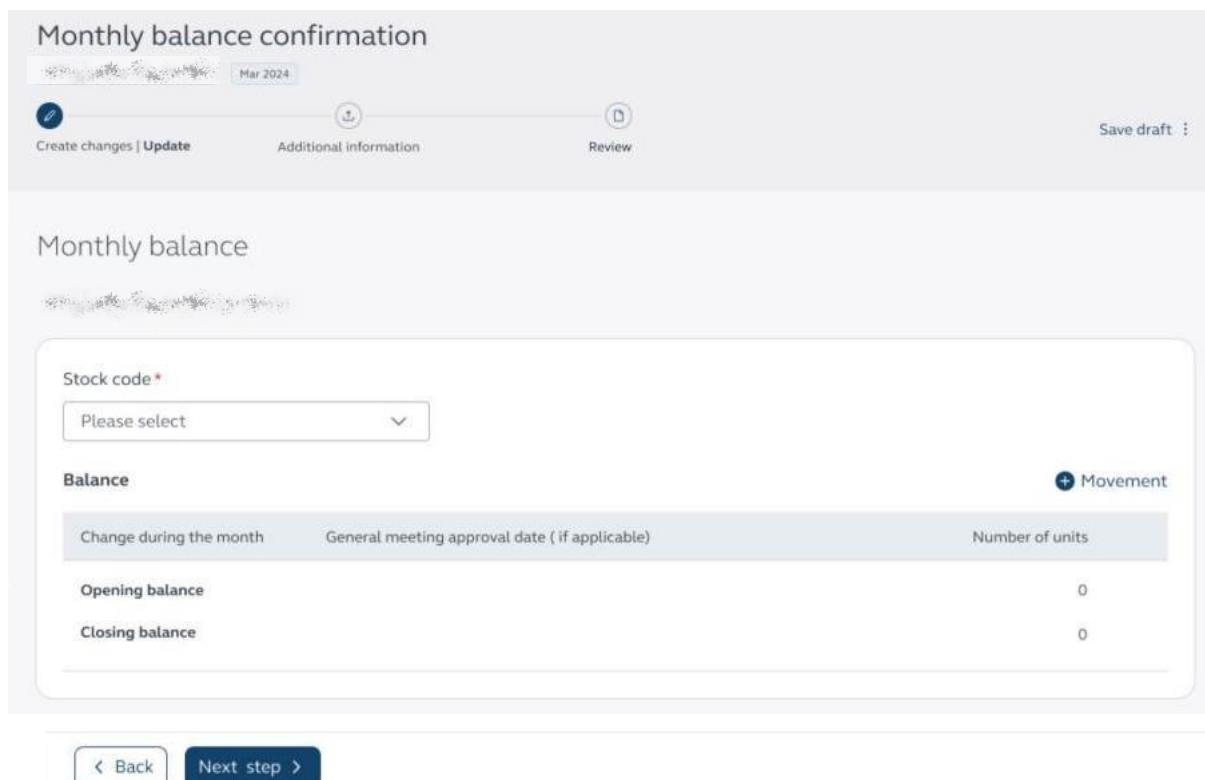
Product <span>⌵</span>	Opening balance	Closing balance	Publication status <span>⌵</span>	Last updated on <span>⌵</span>
<input type="checkbox"/> <div>ChinaAMC Global ETF Series III</div>	1,200,000	2,200,000	Published	1 Apr 2024 10:00
<input type="checkbox"/> <div>ChinaAMC Global ETF Series III</div>	6,000,000	6,000,000	Published	3 Apr 2024 12:00
<input type="checkbox"/> <div>ChinaAMC Global ETF Series III</div>	94,900,000	94,900,000	Published	1 Apr 2024 10:00
<input type="checkbox"/> <div>ChinaAMC Global ETF Series III</div>	--	--	Not published yet	-- <div>🔒</div>
<input type="checkbox"/> <div>ChinaAMC Global ETF Series III</div>	10,000	--	Not published yet	--

Next step ➤

3. Select the product(s) you want to submit perform monthly confirmation on, then click 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



Monthly balance confirmation

Mar 2024

Create changes | **Update** Additional information Review Save draft

Monthly balance



Stock code \*







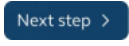

Please select

Balance + Movement

Change during the month	General meeting approval date (if applicable)	Number of units
Opening balance		0
Closing balance		0


< Back Next step >

- For each product on the Monthly confirmation creation page, fill in the necessary information. Mandatory information is marked with an asterisk “\*”
  - Select a stock code from the drop-down list.
  - To add a movement:
    - In the “Balance” section of the product, click + Movement . The movement dialog will pop up.
    - In the dialog, select “Change during the month” and input the required information.
    - Once completed, click Confirm  to add the movement.
  - To edit (both submitted or unsubmitted) movement:

- 1) Select the movement you want to edit, click ... , then click 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  to save the changes.
- (4) To remove a draft movement:
  - 1) Select the movement you want to remove, click ... , then click Remove . A removal confirmation dialog will pop up.
  - 2) Click Confirm  in the dialog to remove the 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”](#).
2. Once completed, click 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.

Create a submission

Submission summary >

Profile management

Corporate events

Blackout period >

Dividend >

Trading arrangement >

Board meeting >

Shareholder meeting >

Share capital

Share capital change >

Share capital change and confirmation >

Corporate and personnel changes ⓘ

Corporate information changes >

Corporate personnel changes >

Submission to HKEX

(1) Submission to HKEX >

(2)

## Submission to HKEX dialog

Submission to HKEX

Message to HKEX

Submission type \*

Transaction

Issuer

Message title \*

Please input

0/255

Message to HKEX

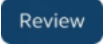
Please input



0/2000

Review

- 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)”.
- 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.

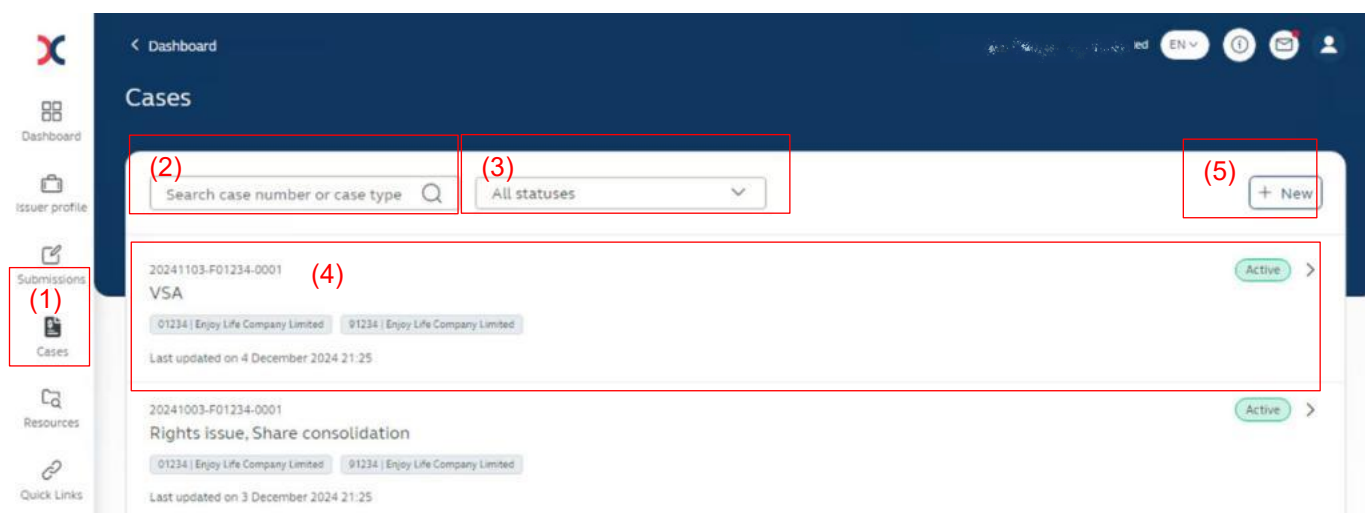
## 5.3 Cases


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”  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



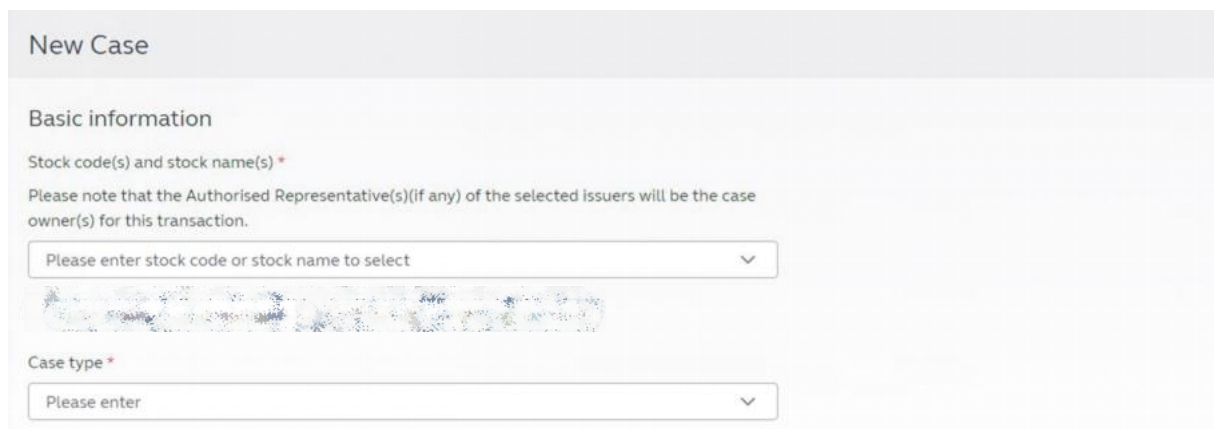
- (3) Filter case(s) by status - “Active”, “Closed” or “Junk” . Case status is only an identifier and is “Active” by default. It will change to corresponding status as case owner / case member selects “Mark as active” / “Mark as closed” / “Mark as junk” in About the case tab page . Please refer to A3.5 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



Case description \*

Please enter



0/2000

Case parties

+ Add more

User type	Email address	Role
Case owner	KenLee@enjoy.com	...

Cancel Next step >

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.



Add case party
×

User type \*

Please select

Role \*

Please select

Name \*

Please enter

Position \*

Please enter

Email address \* ⓘ

Please enter

Contact number

+852

Please enter

Company name \*

Please enter

Cancel

Confirm

- 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.

Update case party
×

User type \*

Case owner

Role \*

Please select

Name \*

Ken Lee

Position \*

Please enter

Email address \* ⓘ

KenLee@enjoy.com

Contact number

+852

Please enter

Company name \*

Please enter

Cancel

Confirm

- 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

New Case

Review

Basic information

Stock code and stock name

Case type



Adoption of share scheme

Case description

Adoption of share scheme.

Case parties


< Back Create

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.

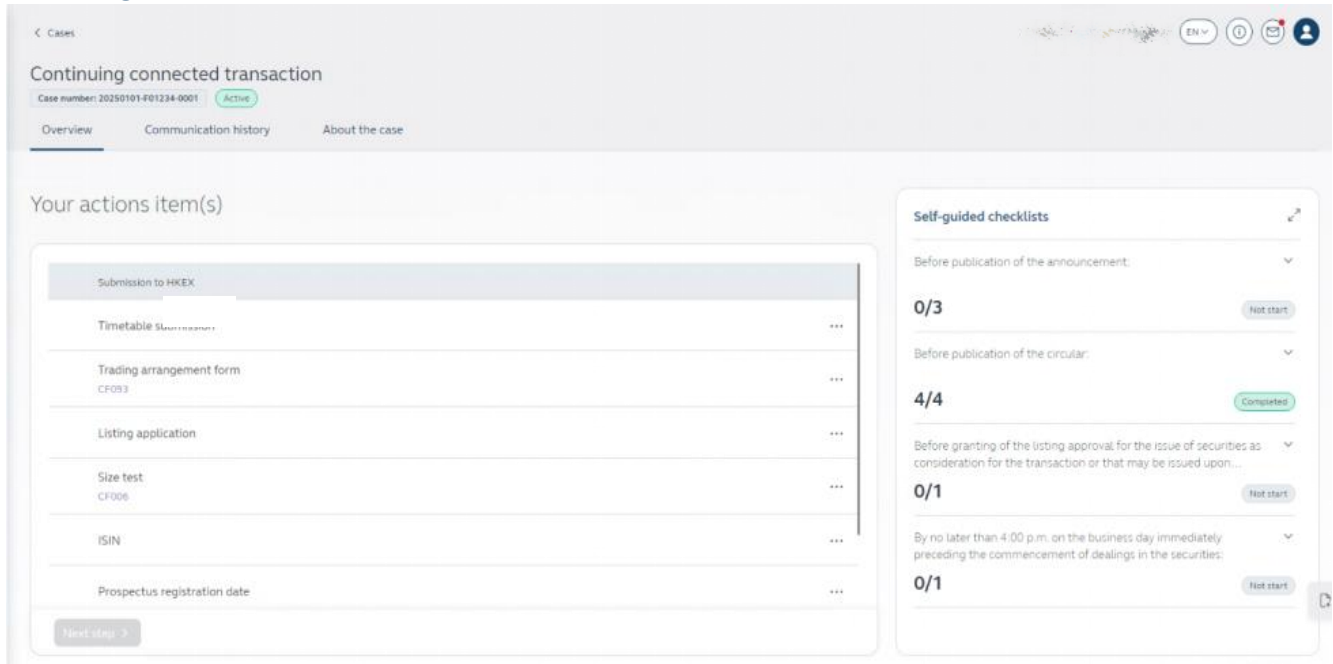
## A.2 Edit a case

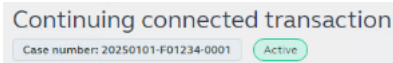
To edit a case, enter About the case page and click Edit  on the page. For details, please refer to section “[A.3.5 About the case](#)”.

## Edit case page

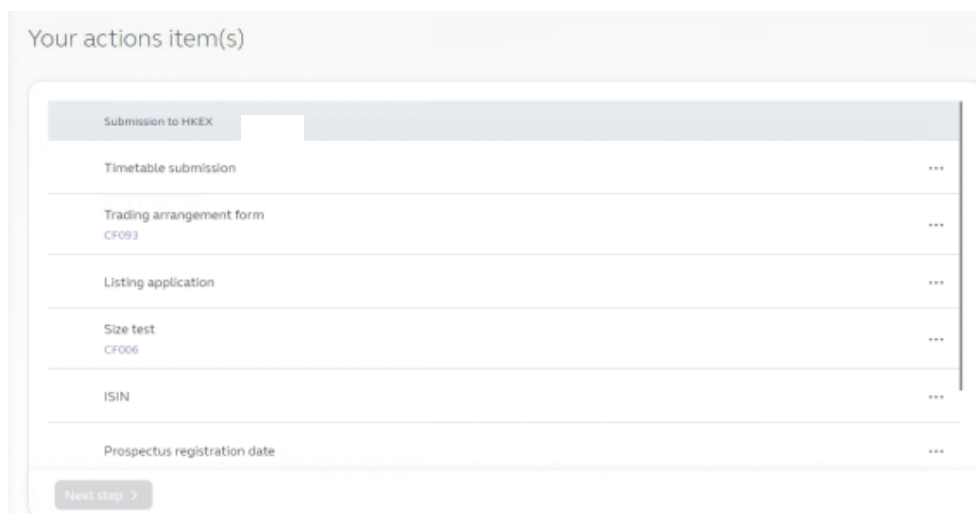
1. Information you can view on this page is the same as that on New case page, except that the information is pre-filled and certain information is non-editable. Fill in the necessary information on the page. Mandatory information is marked with an asterisk “\*”.
2. Once completed, click Review . You 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](#)”.

Self-guided checklists

Before publication of the announcement:0/3Not start

Before publication of the circular:0/4Not start

Before granting of the listing approval for the issue of securities as consideration for the transaction or that may be issued upon...0/1Not start

By no later than 4:00 p.m. on the business day immediately preceding the commencement of dealings in the securities:0/1Not start

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](#)”.

OverviewCommunication historyAbout the case

ActiveEdit

Basic Information

Stock code and stock name

Case type

Continuing connected transaction

Case description

SSS

Case parties

User type	Email address	Role
Case owner	KenLee@erjy.com	Compliance Adviser

Case log

Date and time	Edited by	Actions
1 January 2025 09:05	Ken Lee KenLee@erjy.com	Transaction created Case parties: KenLee@erjy.com


### 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.

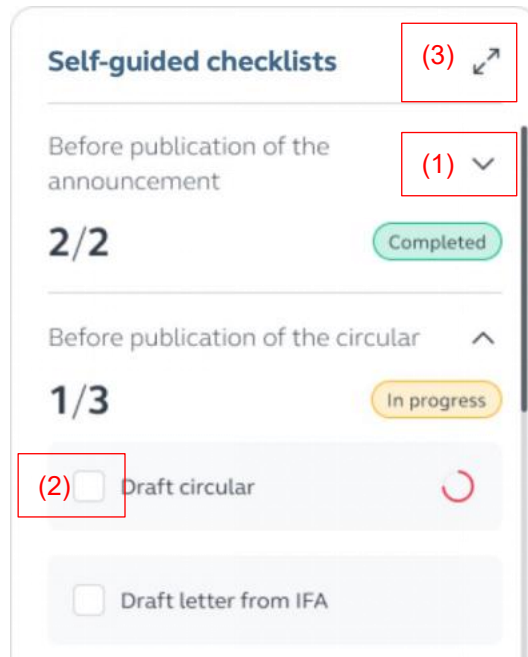
### A.3.2 Self-guided checklists

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  : click to save all the changes you made to the “Self-guided checklists”, and close the dialog.
- (5) Cancel  : close the “Self-guided checklists” dialog. Note: this will discard all the changes made in the dialog.
- (6) Close  : same as Cancel  .

## Self-guided checklists

(6) X

These checklists are only for your reference and are not required to be submitted. For details, please refer to the document checklists as published on HKEX website.

### Before publication of the announcement:

(1) ^

Completed: 1 Applicable: 3 Not applicable: 0

Checklist	Applicable?
<input checked="" type="checkbox"/> A completed checklist "Size Tests for Notifiable Transactions and Connected Transactions" ⓘ MLR 14.85, MLR 14A.66, GLR 20.64, GLR 19.85	(3) <input checked="" type="checkbox"/>
<input type="checkbox"/> Draft announcement MLR 13.52(2)(a), MLR 14.06C, GLR 17.53(2)(a), GLR 19.06C	<input type="checkbox"/>
<input type="checkbox"/> A completed checklist "Announcement for Notifiable Transaction and Connected Transaction" MLR 14.85, GLR 19.85	<input type="checkbox"/>

(5) Cancel

(4) Save

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.

VSA

Case number: 20241103-F01234-0001 Active

Overview **Communication history** About the case




Correspondences from HKEX **Correspondences to HKEX**

(6)

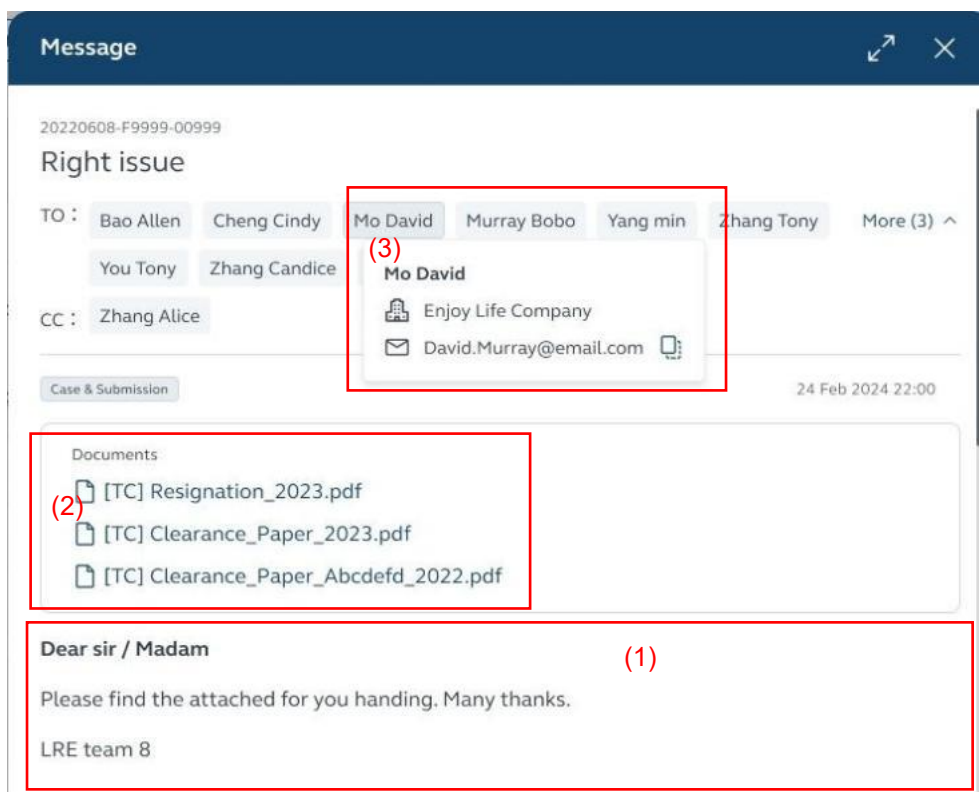
(4) Search document type or name

Document	Team	Submission deadline(if applicable)	Date and time
(1) ^ Circular_comments (1)			
(3) F1204_01234_Pre vet Circular_1st cmt.pdf	(2)	--	4 December 2024 18:05



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



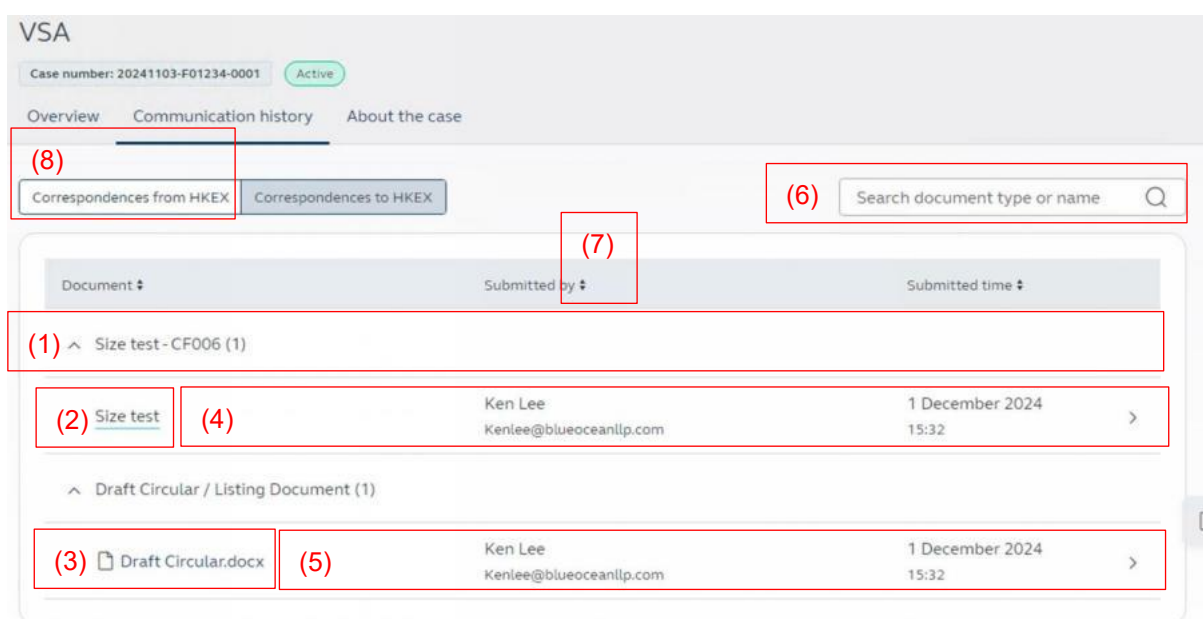
You can view details of the message on this dialog.

- (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.

Size test details

Submitted to HKEX Submitted by Ken Lee (1 Dec 2024 15:32)

**Size test 1**

Stock code and stock name

Description of transaction

Acquisition of target company


**(A) Assets ratio**

Value of total assets being the subject of the transaction (a)  
 HKD 100,000,000

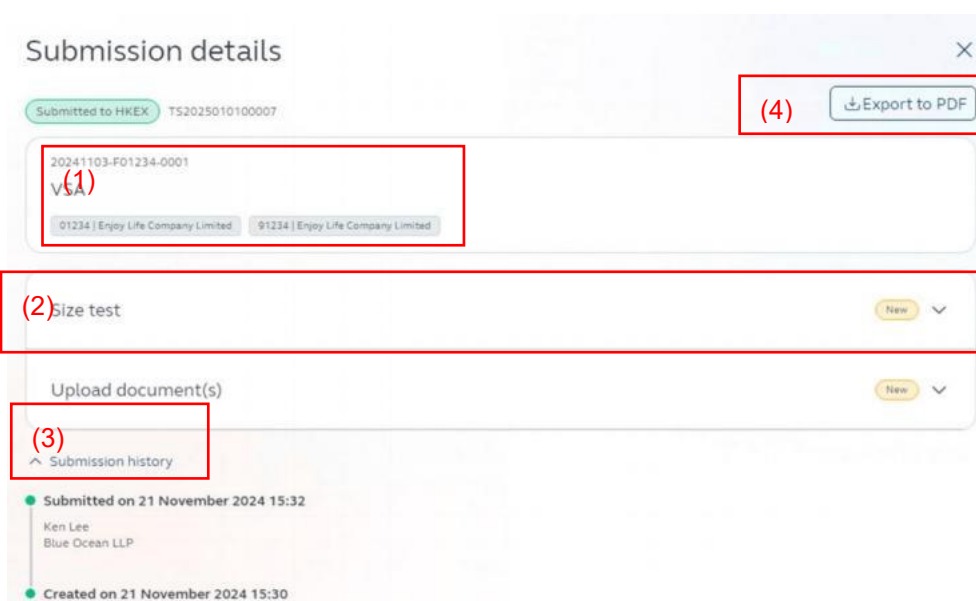
Consolidated total assets of the issuer (b)  
 HKD 200,000,000

Source of figure and any adjustment(s) made to (a)




= 50.00 %

- (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  : 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  : click it on the top of the page. You will be navigated to A.2.3 Correspondences from HKEX.

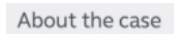
## Submission details dialog



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  : click to download this page as a PDF file.

### A.3.5 About the case


On the Overview page, click 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 Make 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.



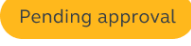

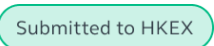
### 3. Badges below indicate the status of action item:

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  : the submission has been saved as draft but not yet submitted, or the case submission has been rejected by the approver.
  - 2) 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  :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

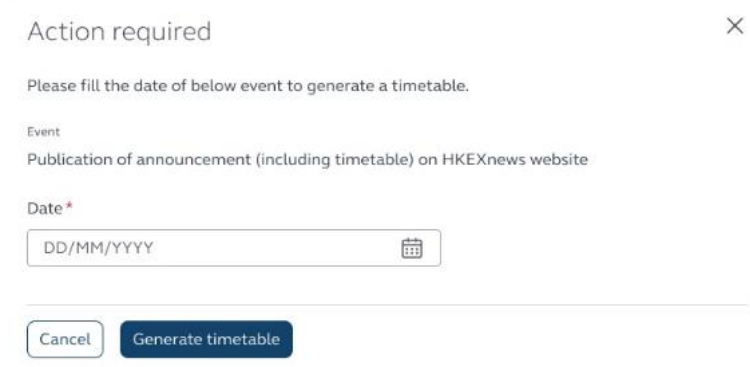
### B.1.1 Timetable

#### B.1.1.1 Create new timetable

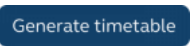
##### Action required dialog

In the Overview page of the case, click ...  next to "Timetable", then click New :

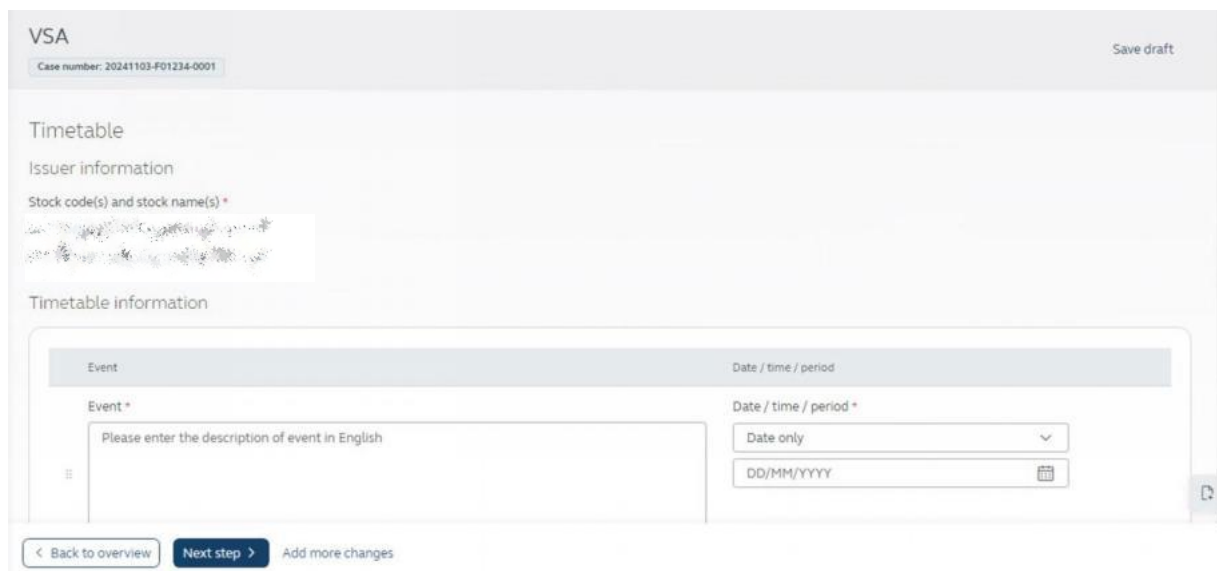
1. If there is timetable template is available based on the information of the case, the Action required dialog will pop up.



The dialog box is titled "Action required" with a close button (X) in the top right corner. It contains the instruction "Please fill the date of below event to generate a timetable." Below this, the event is listed as "Publication of announcement (including timetable) on HKEXnews website". A "Date \*" field is present with a placeholder "DD/MM/YYYY" and a calendar icon. At the bottom, there are two buttons: "Cancel" and "Generate timetable".

- (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







The screenshot shows the "VSA" interface with a case number "20241103-F01234-0001" and a "Save draft" button. The main section is titled "Timetable". Under "Issuer information", there is a field for "Stock code(s) and stock name(s) \*" with a blurred input. Below this is the "Timetable information" section, which contains a table with two columns: "Event" and "Date / time / period". The "Event" column has a text input field with the placeholder "Please enter the description of event in English". The "Date / time / period" column has a dropdown menu set to "Date only" and a "DD/MM/YYYY" date input field with a calendar icon. At the bottom, there are navigation buttons: "< Back to overview", "Next step >", and "Add more changes".

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  at the bottom of the timetable to add new event(s)
  - 3) click 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 > , 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](#)”.


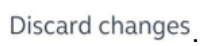

3. If you do not want to proceed for now,

- (1) Click Save draft  to save the current timetable 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 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 . 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 . The Discard changes confirmation dialog will pop up. Click Confirm  in the dialog to restore to the original timetable.

#### B.1.2.1 Create new trading arrangement form

## Trading arrangement form page

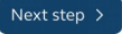



On the Trading arrangement form page, you can view the trading arrangement section(s) applicable for the case type(s) of the case.

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 > . 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 trading arrangement form as draft;
  - (2) Click < 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 . 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 , the Discard changes confirmation dialog will pop up. Click 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.

Listing application form selection

Listing application (Form C1)  
Formal application (For Equity Securities)

Listing application(Form C3)  
Formal application (For collective investment schemes)

Listing application(Form C3Z)  
Formal application (For Open-ended Investment Companies, Unit Trusts, Mutual Funds and Other Collective Investment Schemes governed by Chapter 21 of the Listing Rules)

Cancel Proceed

- (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

Rights issue, Share consolidation Save draft

Case number: 20241003-F01234-0001

### Listing application (Form C1)

Formal Application (For Equity Securities)

If the application is required to be supported by a listing document, this form must be duly completed and submitted at least TEN CLEAR BUSINESS DAYS before the date on which the listed issuer proposes to finalise the listing document for publication. If the application is not required to be supported by a listing document, this form must be submitted at least FOUR CLEAR BUSINESS DAYS before the proposed date for issuing the securities.

**1. We \***

Enjoy Life Company Limited

hereby apply for the listing of and for permission to deal in the securities referred to in paragraph 2 below subject to the listing rules of The Stock Exchange of Hong Kong Limited entitled "Rules Governing the Listing of Securities "(the "the Listing Rules")



**2. Amounts and descriptions of securities for which application is now made (include distinctive numbers if any) \***

Please enter amounts and description of securities for which application is now made(include distinctive numbers if any)




< Back to overview Next step > Add more changes

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 . 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 . The Remove confirmation dialog will pop up. Click 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 . The Discard changes confirmation dialog will pop up. Click 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

Rights issue Save draft

Case number: 20220608-F99999-0099

### Listing application (Form C3)

Formal application (For collective investment schemes)

This form must be lodged duly completed at least FIVE CLEAR BUSINESS DAYS, unless otherwise agreed by the Exchange, prior to the date on which it is expected that the Exchange will consider approving the listing of additional interests in the CIS. An issuer which is not a company should adapt this form as necessary to change references that apply only to companies.

1. We

Please input issuer name

hereby apply for the listing of and for permission to deal in the securities below subject to the listing rules of The Exchange of Hong Kong Limited entitled "Rules Governing the Listing of Securities"(the "Listing Rules").(Note 1)


2.

is a Collective Investment Scheme which has received a confirmation from the Securities and Futures Commission ("SFC") that it has no further comments on the CIS Disclosure Document.



< Back to overview Next step > Add more changes

1. 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 C3) 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 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  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  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

**Rights issue** Save draft

Case number: 20220608-F99999-0099

### Listing application(C3Z)

Formal Application (For Open-ended Investment Companies, Unit Trusts, Mutual Funds and Other Collective Investment Schemes governed by Chapter 21 of the Listing Rules)

This form, suitably adapted for the specific legal form of the issuer, must be lodged duly completed at least **FOUR CLEAR BUSINESS DAYS** prior to the hearing of the application by the Exchange.

**Please print and sign the eform and upload a scanned copy of the signed eform before submitting it to HKEX.**

**1. We**

Please input issuer name


hereby apply for listing of and permission to deal in the securities/instruments referred to in paragraph 2 below subject to the listing rules of The Stock Exchange of Hong Kong Limited entitled the “Rules Governing the Listing of Securities”(the “Listing Rules”).

**2. Application is now made in respect of number of [[X] units of [class of securities]]of [\$amount] each in the issuer representing [relevant entity]'s authorised capital and which shall be issued at a price not less than the net asset value at the time of issue.**


Number and class of securities *	Currency *	Amount of each unit/ share /other securities *	English name of the relevant entity *
----------------------------------	------------	---	---------------------------------------

[< Back to overview](#) [Next step >](#) [Add more changes](#)



1. 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 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 [Save draft](#) to save the current listing application (Form C3Z) as draft; or
  - (2) Click < Back to overview [< 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  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  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

VSA

Case number: 20241103-F01234-0001

Save draft

### Size test

Pursuant to Main Board Rules 14.05 and 14A.66/ GEM Rules 19.05 and 20.64, listed issuers must submit to the Exchange this size tests checklist in respect of notifiable transactions and/or connected transactions:

1. For notifiable transactions which draft announcement requires to be pre-vetted the Exchange (see Main Board Rule 13.52(2)/GEM Rule 17.53 (2)), the size tests checklist must be submitted at the same time when the draft announcement is submitted to the Exchange for review.
2. In all other cases, the listed issuer must submit the size tests checklist on or before publication of the announcement for the subject transaction. Please leave the relevant fields blank if a percentage ratio is not applicable.

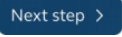
This checklist and its notes are for reference only. In case of doubt, listed issuers are advised to refer to the Listing Rules for the specific requirements.

#### ^ Size test1


Stock code and stock name \*

< Back to overview   Next step >   Add more changes


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 [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

VSA

Case number: 20241103-F01234-0001

Save draft

### Guidelines






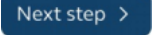


1. ISIN is extensively used by international brokerage houses/investors for settlement / clearing as well as trading. For ease of reference, issuers may refer to (i) the ISIN Uniform Guidelines for guidance on application of ISIN at [https://www.anna-web.org/wp-content/uploads/2018/05/ISIN-GuidelinesVersion-14\\_clean.pdf](https://www.anna-web.org/wp-content/uploads/2018/05/ISIN-GuidelinesVersion-14_clean.pdf) and (ii) the directory to the local numbering agencies at <https://www.annaweb.org/member-db/> and <http://anna-web.org/members/substitute-numbering-agencies/>.
2. Issuers should contact the numbering agencies corresponding to their places of incorporation to obtain new ISIN for new securities to be created under certain corporate actions.
3. Whether a change in ISIN is required should be subject to the decision / operation procedure of the corresponding numbering agencies. Although no exchange of share certificates is arranged, the issuer is also required to update the corresponding numbering agency with the relevant information relating to the proposed corporate action (e.g. change of company name and change in board lot size).


### ISIN information

+ Add new ISIN



Stock c...	Stock name	New ISIN	Effective...
------------	------------	----------	--------------

< Back to overview   Next step >   Add more changes



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 . 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  to add the ISIN information. To edit /remove the record, click ... , then click Edit  / Remove . Relevant dialog will pop up for you to edit or remove the record.
3. 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](#)”.
4. If you do not want to proceed for now,
  - (1) Click Save draft  to save the current ISIN as draft;
  - (2) Click < 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 . 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 .

The Discard changes confirmation dialog will pop up. Click Confirm  in the dialog to restore to the original ISIN.

## B.1.8 Prospectus registration date

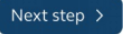

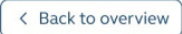

### B.1.8.1 Create new prospectus registration date

In the Overview page of the case, click ...  next to “Prospectus registration date”, then click New . You will be navigated to the prospectus registration date page.



### Prospectus registration date page






The screenshot shows the 'Prospectus registration date' page in the VSA system. At the top, there is a header with 'VSA' and a 'Save draft' button. Below the header, the case number '20241103-F01234-0001' is displayed. The main title of the page is 'Prospectus registration date'. Below the title, there is a reference to 'Main Board Listing Rule 9.22(1) / GEM Listing Rule 12.26E(1): Issuer shall notify the Exchange the proposed date of registration of prospectus at least 14 days (for Main Board Issuer) or 10 business days (for GEM Issuer) ahead.' The form contains two sections: 'Stock code and stock name \*' with two input fields, and 'Registration date \*' with a date picker showing 'DD/MM/YYYY'. At the bottom, there are three buttons: '< Back to overview', 'Next step >', and 'Add more changes'.

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 > . 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 prospectus registration date as draft;
  - (2) Click < 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 . 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 . The Discard changes confirmation dialog will pop up. Click 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 . You will be navigated to the Message to HKEX page.

The screenshot shows the 'Cases' page for VSA. The case number is 20241103-F01234-0001, and it is marked as 'Active'. The page has tabs for 'Overview', 'Communication history', and 'About the case'. Under 'Your actions item(s)', there is a list of items: 'Submission to HKEX', 'Timetable', 'Listing application', 'Size test CF006' (with a green checkmark), 'ISIN', 'Prospectus registration date', and 'Upload document(s)'. The 'Upload document(s)' item is highlighted with a red box, and a 'New' button is visible next to it. On the right sidebar, there are 'Self-guided checklists' with progress indicators: 'Before publication of the announcement: 3/3', 'Before publication of the circular: 0/5', 'Before granting of the listing approval for the issuer's consideration for the transaction or that may be: 0/1', and 'Before the commencement of dealings in the securities or transfer of treasury shares, before completion of the transaction: 0/1'.

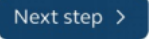



## Message to HKEX page

The screenshot shows the 'Message to HKEX' page. At the top, it says 'VSA' and 'Case number: 20241103-F01234-0001'. There is a 'Save draft' button in the top right. The main form has a section 'Message to HKEX' with a sub-section 'Stock code(s) and stock name(s) \*' containing two checkboxes. Below this is a 'Message title \*' field with a placeholder 'Please enter' and a character count '0/255'. The main 'Message to HKEX' field also has a placeholder 'Please enter'. At the bottom, there are three buttons: '< Back to overview', 'Next step >', and 'Add more changes'.



### 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  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 [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

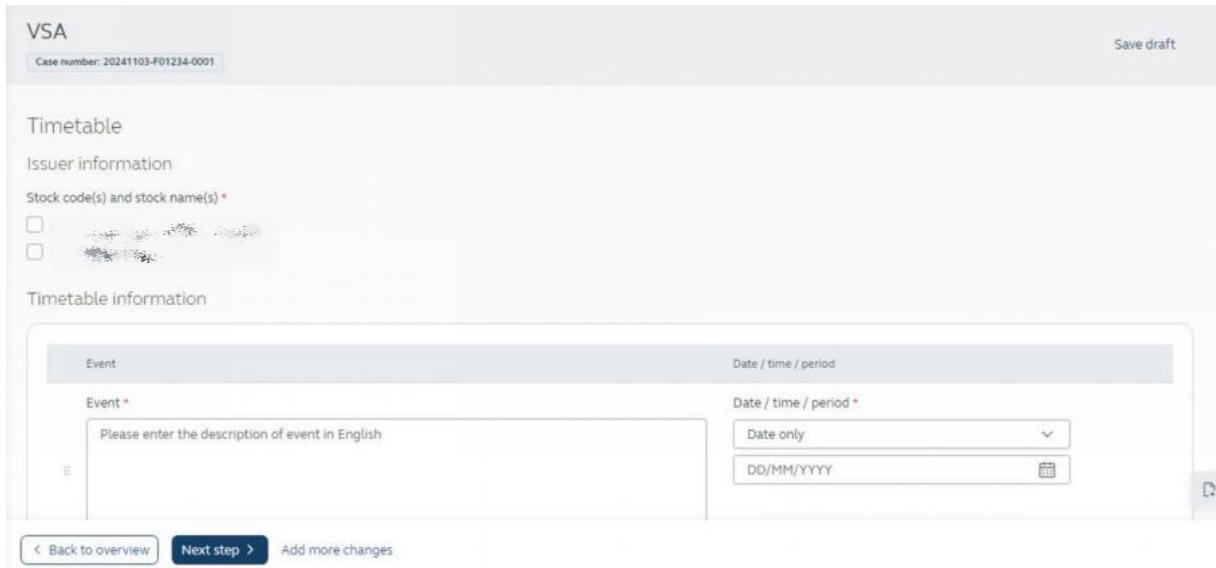
Size test page

ISIN page

Prospectus registration date page

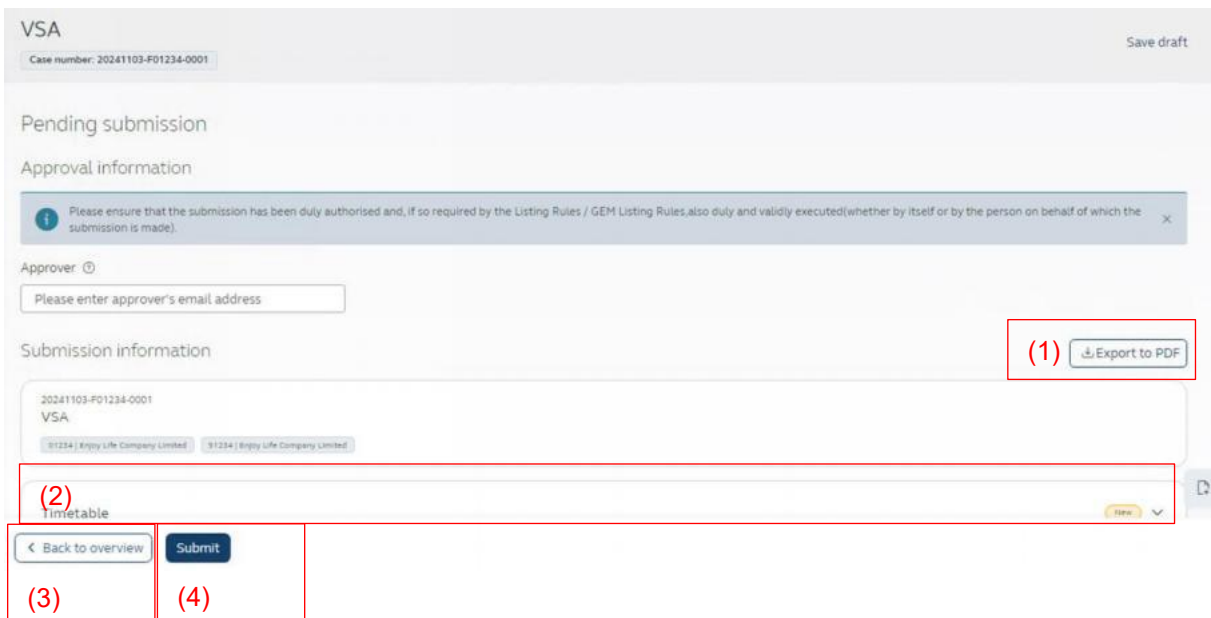
Message to HKEX page

Here take Timetable page as an example



The screenshot shows the 'VSA' interface for the 'Timetable' section. At the top, the case number '20241103-F01234-0001' is displayed. Below the 'Timetable' heading, there is an 'Issuer information' section with a 'Stock code(s) and stock name(s) \*' field. The 'Timetable information' section contains a table with two columns: 'Event' and 'Date / time / period'. The 'Event' column has a text input field with the placeholder 'Please enter the description of event in English'. The 'Date / time / period' column has a dropdown menu for 'Date only' and a date input field with the format 'DD/MM/YYYY'. At the bottom, there are three buttons: '< Back to overview', 'Next step >', and 'Add more changes'.




## Pending submission page



The screenshot shows the 'VSA' interface for the 'Pending submission' section. At the top, the case number '20241103-F01234-0001' is displayed. Below the 'Pending submission' heading, there is an 'Approval information' section. A blue information box states: 'Please ensure that the submission has been duly authorised and, if so required by the Listing Rules / GEM Listing Rules, also duly and validly executed (whether by itself or by the person on behalf of which the submission is made)'. Below this, there is an 'Approver' field with a placeholder 'Please enter approver's email address'. The 'Submission information' section shows the case details: '20241103-F01234-0001', 'VSA', and '81234 | Enjoy Life Company Limited'. A red box labeled '(1)' highlights the 'Export to PDF' button. Below the submission information, there is a red box labeled '(2)' highlighting the 'Timetable' section. At the bottom, there are two buttons: '< Back to overview' (labeled '(3)') and 'Submit' (labeled '(4)').

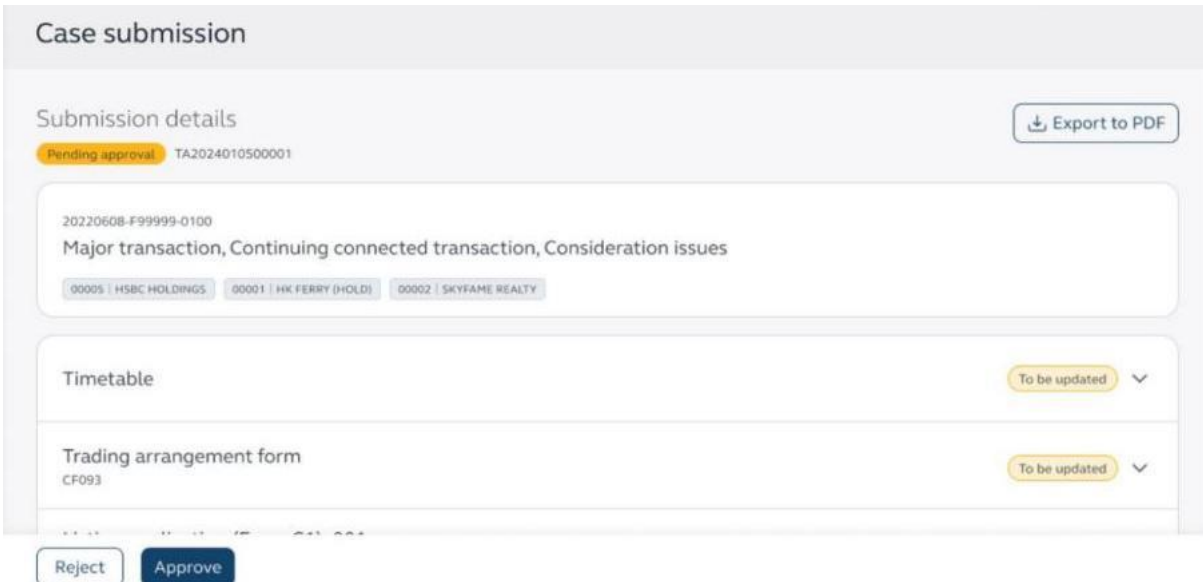
You can review the action item(s) which you have created changes to on this page, and designate an approver for the case submission by inputting the email address of the user in the “Approval information” section if necessary. Only case owner or case member of the case can be designated.

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](#)”.



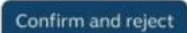
### B.3 Approve or reject a case submission

For case submission which has been designated an approver, the approver should approve or reject the submission in the Submission detail page.



The screenshot shows the 'Case submission' page. At the top, there's a header 'Case submission'. Below it, the 'Submission details' section includes a status 'Pending approval' in a yellow box, a reference number 'TA2024010500001', and an 'Export to PDF' button. The main content area displays a transaction ID '20220608-F99999-0100' and a description 'Major transaction, Continuing connected transaction, Consideration issues'. Below this, there are three tags: '00005 | HSBC HOLDINGS', '00001 | HK FERRY (HOLD)', and '00002 | SKYFAME REALTY'. The 'Timetable' section shows 'To be updated' with a dropdown arrow. The 'Trading arrangement form' section shows 'CF093' and 'To be updated' with a dropdown arrow. At the bottom, there are 'Reject' and 'Approve' buttons.

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.

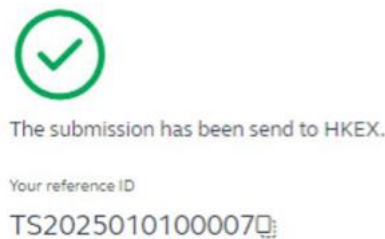
## B.4 Acknowledgement

### Case submission acknowledgement page

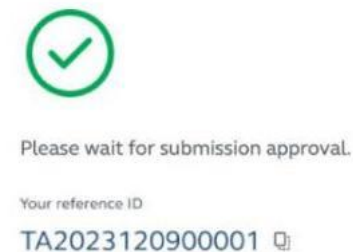
#### 1. Case submission acknowledgement page - for submitter

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.

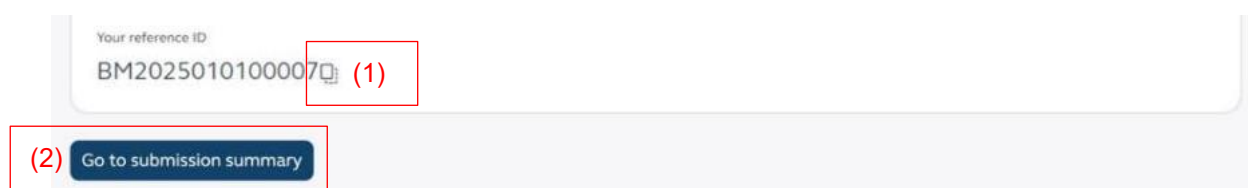
- 2) Click View submission details [View submission details](#) to move to Submission detail page. For details, please refer to section “[5.4 Submission summary](#)”.

## 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 [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 website
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 website
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 website
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 website
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

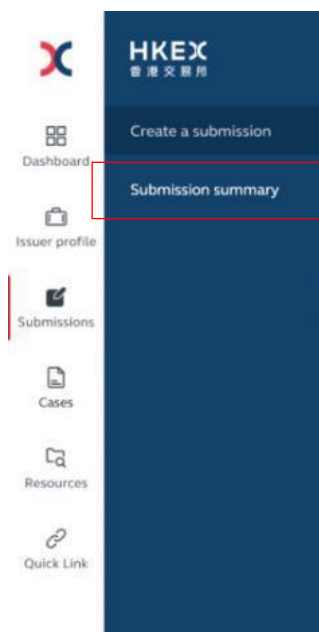
Please refer to section “[5.3 Cases](#)” > “[B1.2 Trading arrangement form](#)”.

## 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

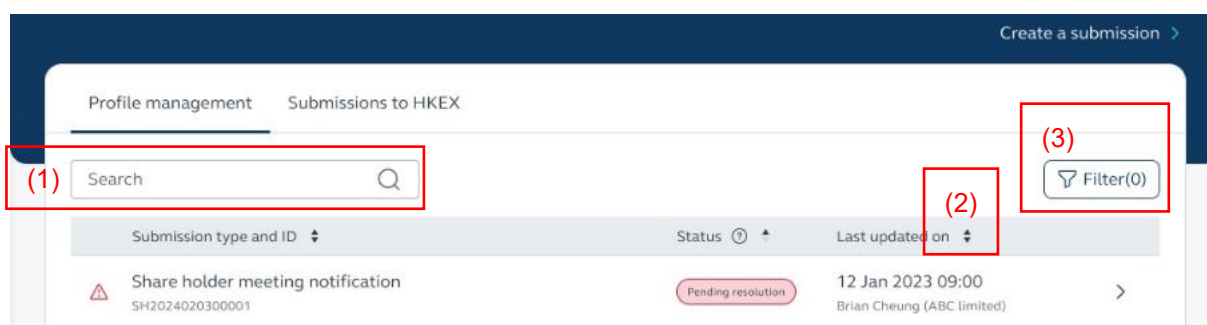
For ETP issuer, the tab name of Profile management tab page will be displayed as “Product management”.


- 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”)	<a href="#">Corporate events</a>	<a href="#">Blackout period</a>
		<a href="#">Board meeting</a>
		<a href="#">Dividend</a>
		<a href="#">Shareholder meeting</a>
		<a href="#">Trading arrangement</a>
	<a href="#">Corporate and personnel changes</a>	<a href="#">Corporate information change</a>
		<a href="#">Corporate positions and committees changes</a>
	<a href="#">Share capital</a>	<a href="#">Share capital change (Next Day Disclosure Return, NDDR)</a>
		<a href="#">Share capital change and confirmation (Monthly Return, MR)</a>
Submission to HKEX tab page	<a href="#">Cases</a>	<a href="#">Case submission</a>
	<a href="#">Submission to HKEX</a>	<a href="#">Submission to HKEX</a>



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 : 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  to expand the choices.
- 4) Status: can select multiple ones.
- 5) Updated date: the start date and the end date.

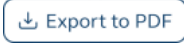


Reset : click to reset the filter dialog to the default values.

Confirm : click to close the filter dialog and apply the selected criteria to the record(s).

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:

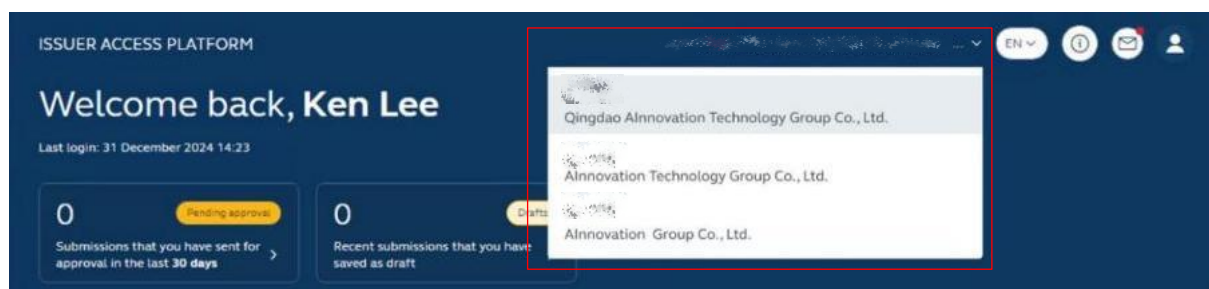
- (1) Click Export to PDF  to download the page as a PDF file.
- (2) Click the arrow  or the submission to expand or collapse its information.
- (3) Click the document name to download the file.
- (4) Click Submission history  to expand/collapse the history of this submission.
- (5) For profile management 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.

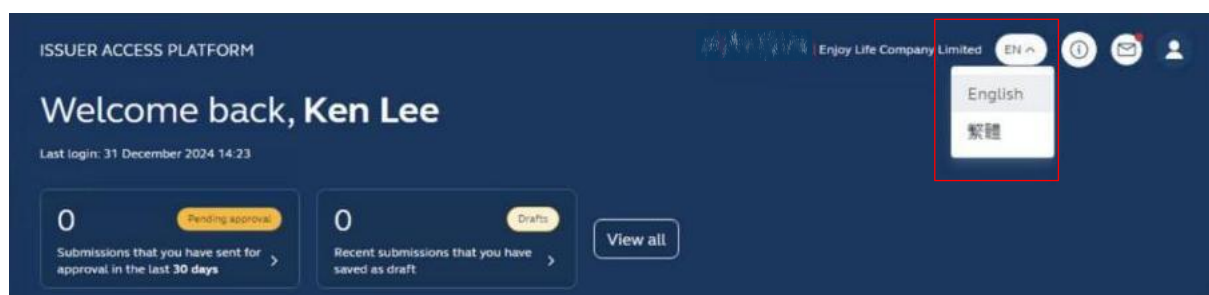
Click  to open the Switch profile dropdown list, as shown in the red box below:




Click the company name different from the one currently displayed on the upper right. The Switch profile confirmation dialog will pop up. Click Confirm  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:

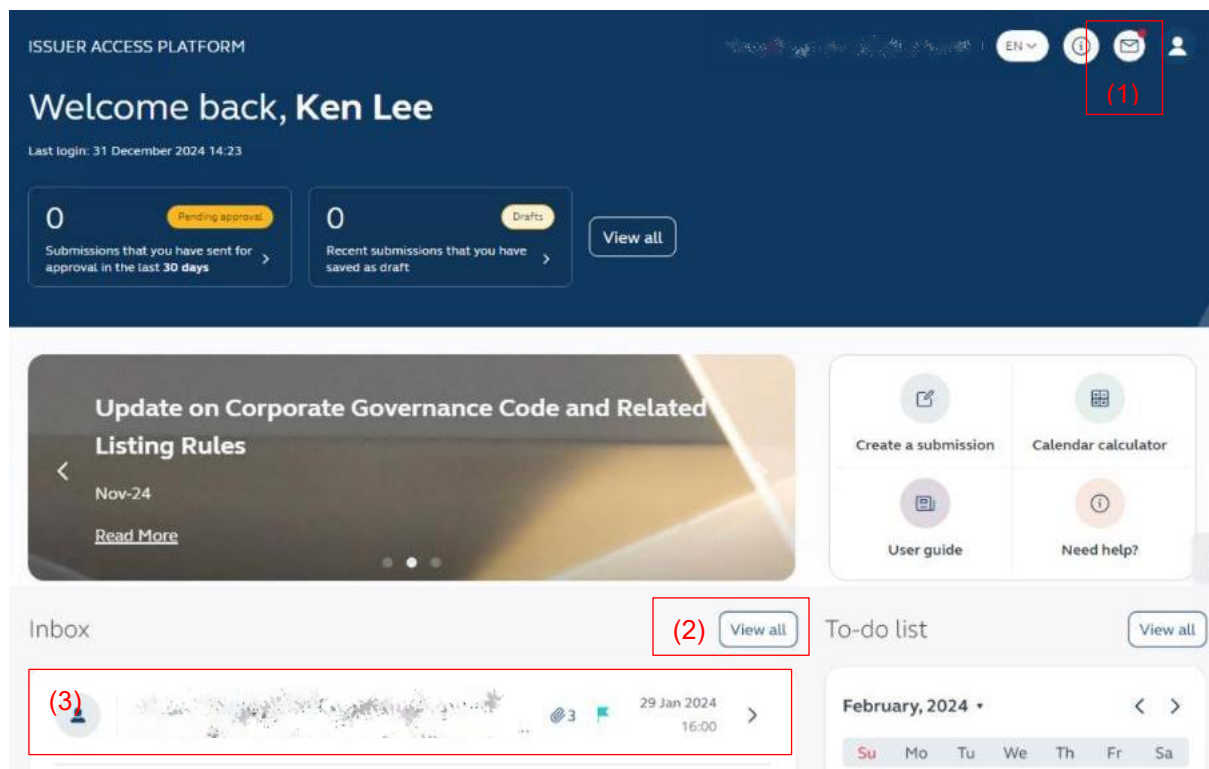


Click the language different from the one currently used, the Switch language confirmation dialog will pop up. Click Confirm  in the dialog. The system will reload and display all pages using the language you selected.



## 6.3 Inbox

Use this function to view and manage system notifications and messages.

### Inbox entry point



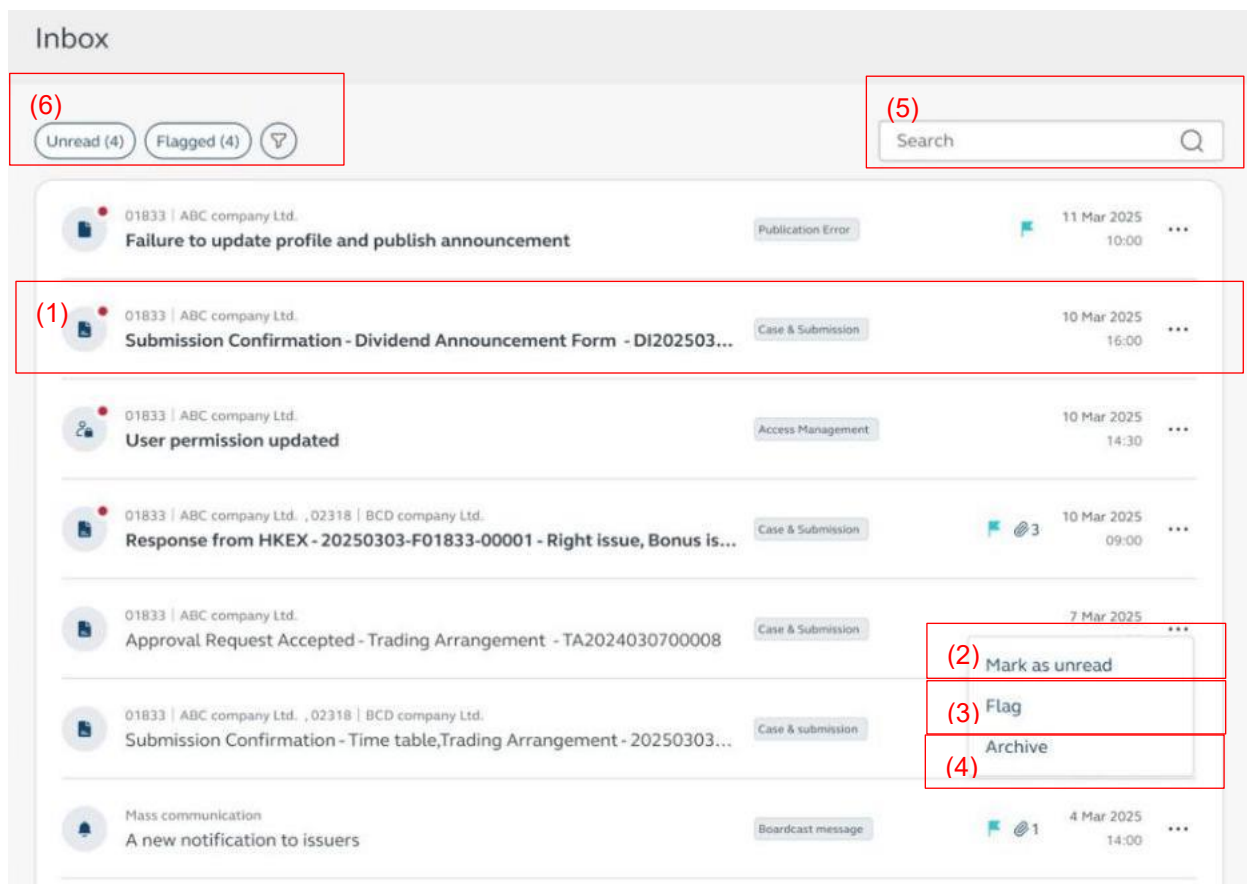
Access the inbox related page/dialog by clicking:

- (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  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  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:

Filter

Categories

All

Access Management

Case & Submission

Compliance Rule Checking

Publication Error

Broadcast message

Issuer

Please select

From

DD/MM/YYYY

To

Today

☐ Including archived messages

Cancel

Confirm

Reset

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:

Message

01833 | ABC Company Ltd., 99998 | XYZ Company Ltd.

Response from HKEX - 20250303-F01833-00001 - Right issue, Bonus issue of shares

TO :

Bao Allen

Cheng Cindy

Mo David

Murray Bobo

Yang min

Zhang Amy

More (3) ^

CC :

Zhang Alice

Case & Submission

10 Mar 2025 16:00

(3)

(4)

(5)

(1)

David Mo

Enjoy Life Company

David.Murray@email.com

(2)

Documents








[TC] Resignation\_2023.pdf

[TC] Clearance\_Paper\_2023.pdf



[TC] Clearance\_Paper\_Abcdefd\_2022.pdf

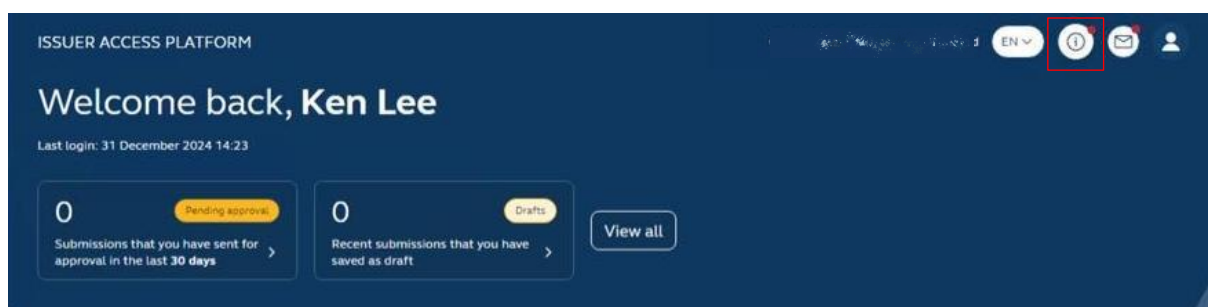
Please find the attached for your handling, please read the document(s) and submit the updated version accordingly, thank you!

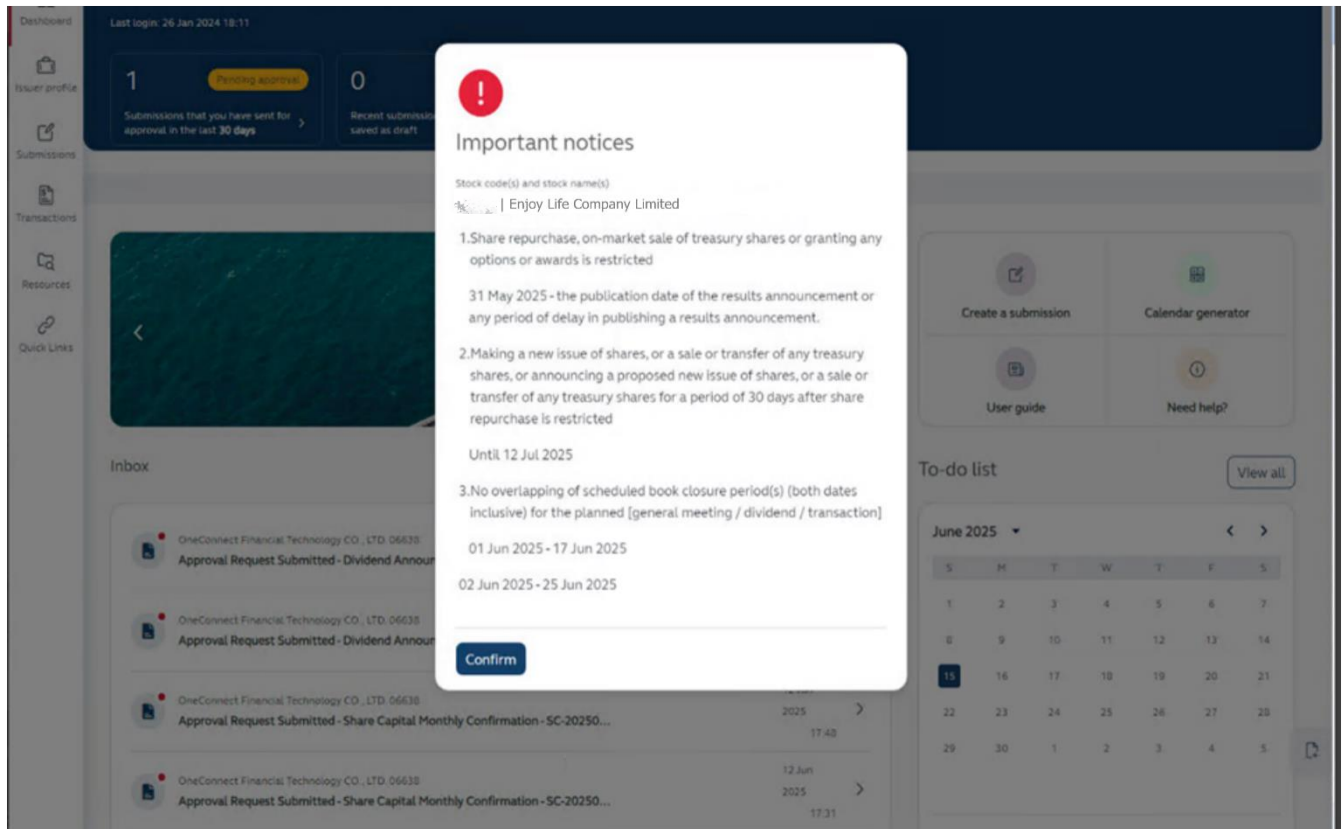
If you have any questions, please contact Vin Xiu at +852 1235 2343.

- (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 remind 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 board meeting end date, to remind 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 remind 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 remind 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 remind 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.

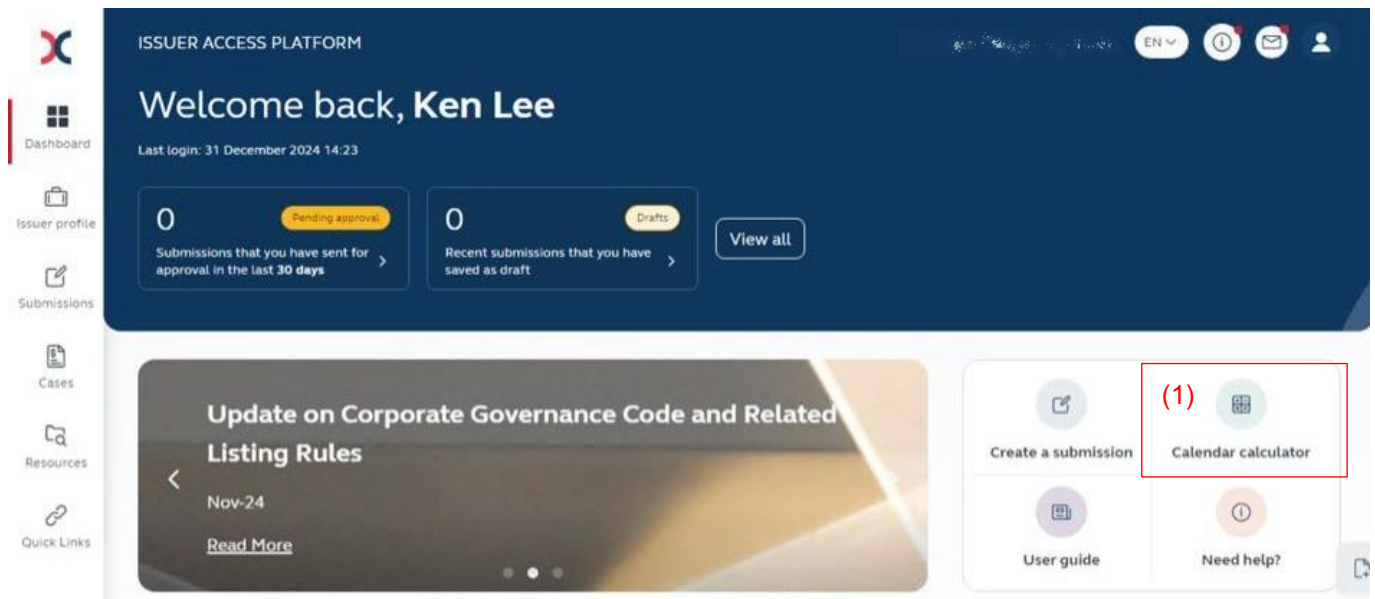
## 6.5 Calendar calculator


This function is a reference tool that generates a deadline for periodic filing or announcement publication based on Listing Rules/GEM Listing Rules.

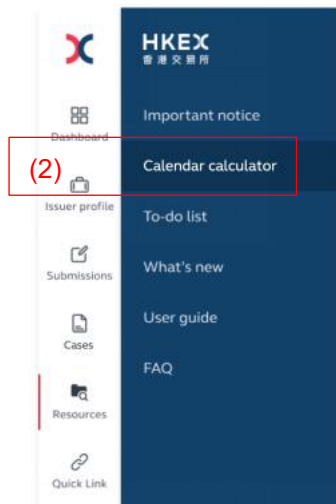
### Calendar calculator entry point

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

Calendar calculator

Export to PDF

**Description and Disclaimer statement**

Calendar generator is a reference tool for users to calculate the deadline under the Listing Rules for different periodic filing/ publication.

HKEX and/or its subsidiaries endeavour to ensure the accuracy and reliability of the information provided but do not guarantee its accuracy and reliability and accept no liability (whether in tort or contract or otherwise) for any loss or damage arising from any inaccuracy or omission or from any decision, action or non-action based on or in reliance upon information contained in this calendar generator.

Issuer

(5) ABCD Issuer

Your action

(1) Interim results and report

Date of board meeting

DD/MM/YYYY

Cancel

(2)

Generate

(3)

Reset


(4)


- (1) Your action: select an action from the drop-down list.

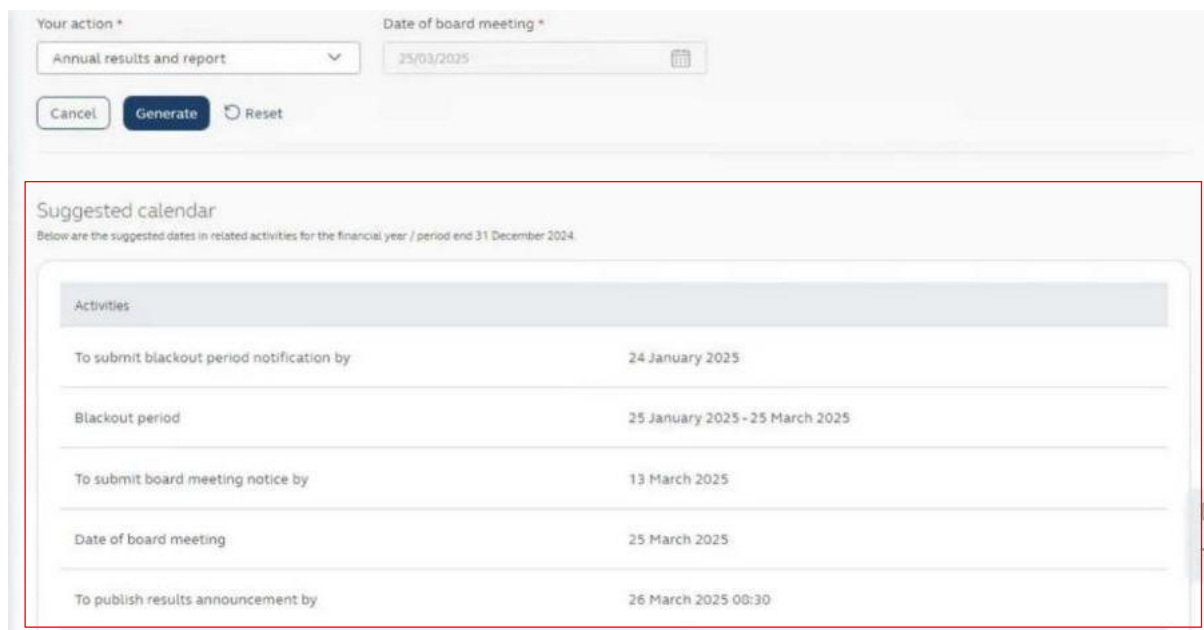
Reference date that will be generated are as below:

Action	Date of selected activity	Reference date generated
Interim results and report	Date of board meeting	1. Blackout period notification submission deadline
Annual results and report		2. Blackout period
First quarterly results		3. Board meeting notice publication deadline
Third quarterly results		4. Date of board meeting
		5. Results publication deadline
		(1) (For "First quarterly results", "Third quarterly results" and "Interim results and report") Publication deadline for dividend or distribution announcement form (if any)
		(2) (For "Interim results and report") Publication deadline for financial report
		(3) (For "Annual results and report") Publication deadline for financial report and Environmental, Social and Governance report"
Annual general meeting (AGM)	Date of annual general meeting	1. Publication deadline for the notice of AGM
		2. Date of AGM
		3. Publication deadline for AGM results
Monthly return	Not applicable	Deadline for the next 12 months' monthly return



(2) Click Cancel  , you will be navigated to the dashboard.

(3) Click Generate  , the system will generate the “Suggested calendar” for your reference, as shown in the red box below:



Your action \*  
Annual results and report

Date of board meeting \*  
25/03/2025

Cancel Generate Reset

**Suggested calendar**  
Below are the suggested dates in related activities for the financial year / period end 31 December 2024.

Activities	
To submit blackout period notification by	24 January 2025
Blackout period	25 January 2025 - 25 March 2025
To submit board meeting notice by	13 March 2025
Date of board meeting	25 March 2025
To publish results announcement by	26 March 2025 00:30

(4) Click 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: 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.

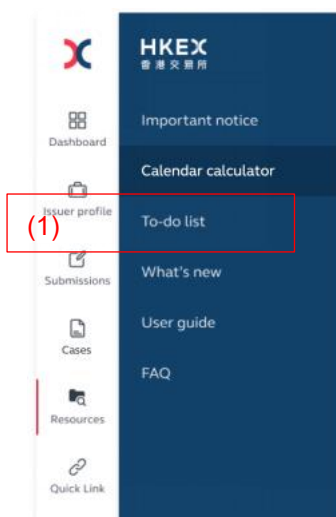
(2) Overdue Overdue: the task is incomplete, and its deadline is before the date of today.

(3) Completed tasks will be deleted from the to-do list.

## To-do list entry point

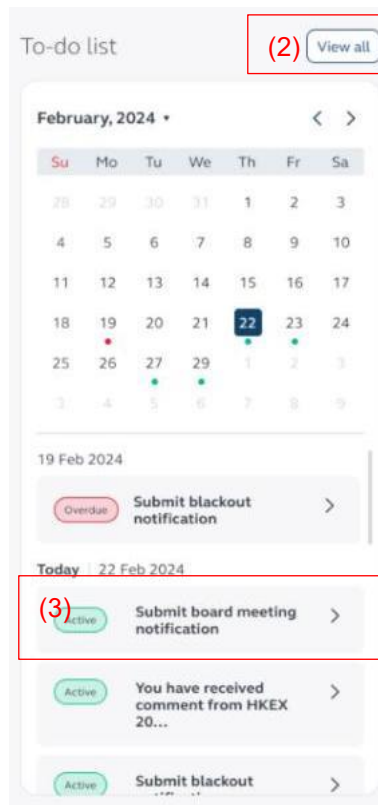
Access the to-do list related page by clicking:

(1) “Resources” icon  in the left navigation panel to expand the sub-menu, then clicking the To-do list  button on the sub-menu. You will be navigated to the To-do list page.

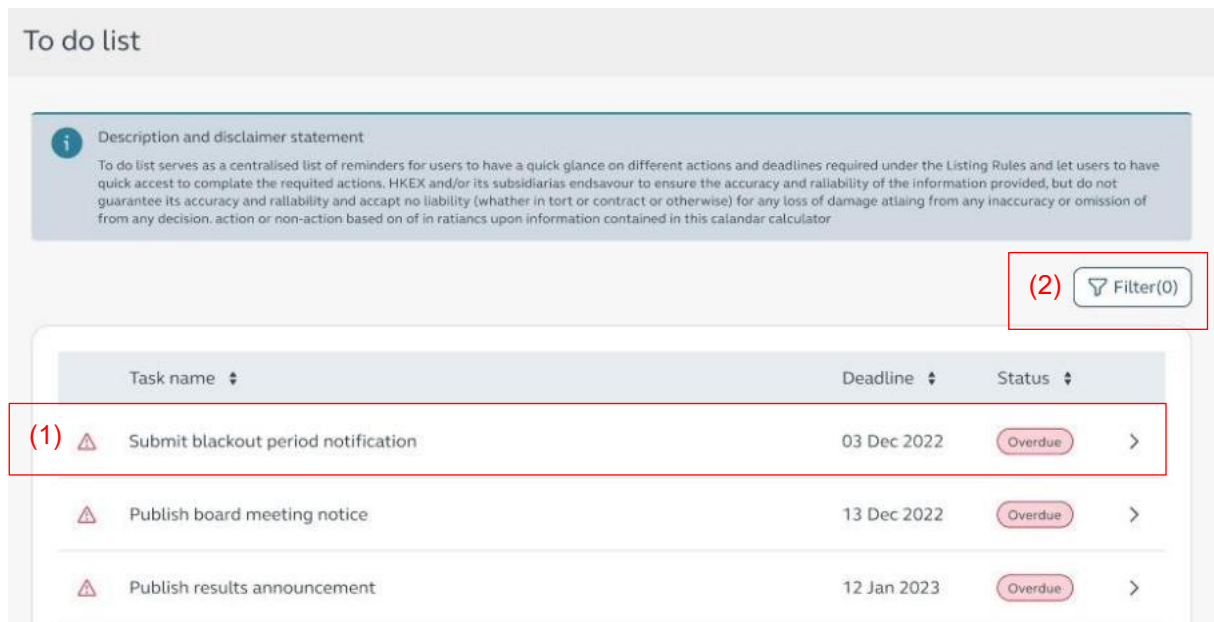


(2) View all View all in “To-do list widget” on the Dashboard. You will be navigated to the To-do list page. The red dot on the calendar indicates that there is at least one overdue to-do task on that day. The green dot on the calendar indicates that all to-do task(s) on that day is(are) active.


(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:

Filter

Status

All
Active
Overdue

Start date

DD/MM/YYYY

End date

DD/MM/YYYY

Task name

Please select

Cancel

Confirm

Reset

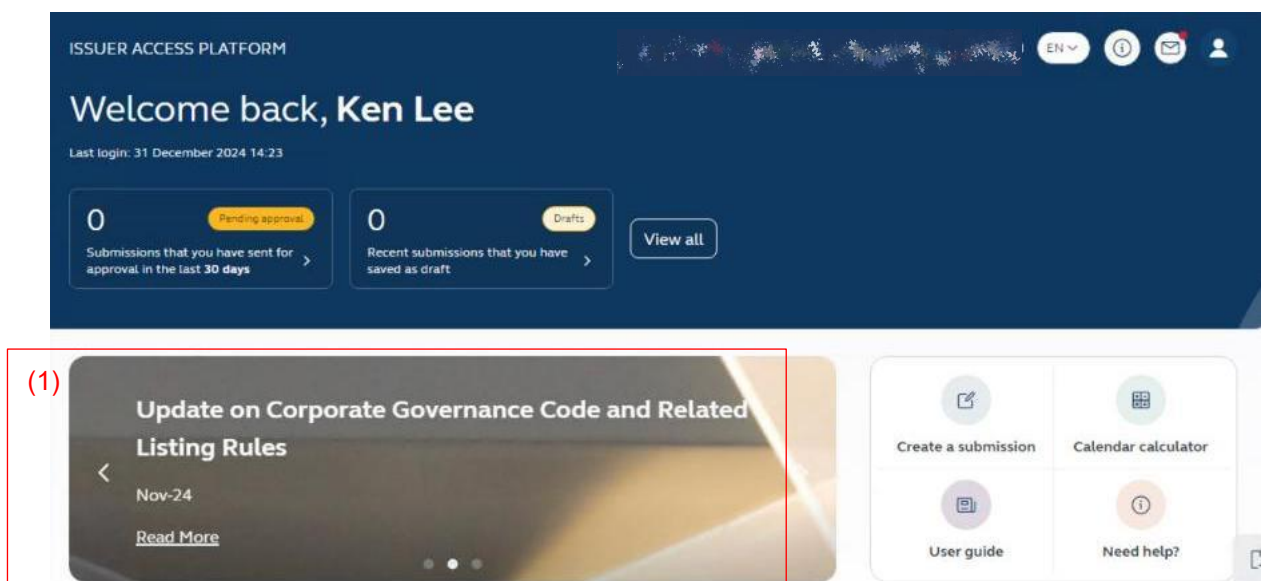
## 6.7 What's new



View all the latest news, updates, and announcements provided by HKEX.

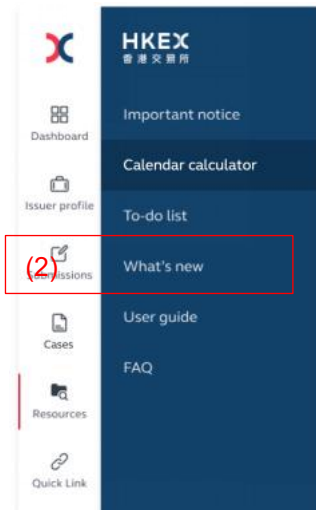
### What's new entry point

Access the what's new related page by clicking:

- the image on the what's new widget. You will be navigated to the What's new detail page.




- “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



Development potential of offshore Mainland China REITs in Hong Kong Development potential of offshore Mainland China REITs in ...

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...

25 Feb 2024 10:00



Development potential of offshore Mainland China REITs in Hong Kong

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...

25 Feb 2024 10:00

## 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.

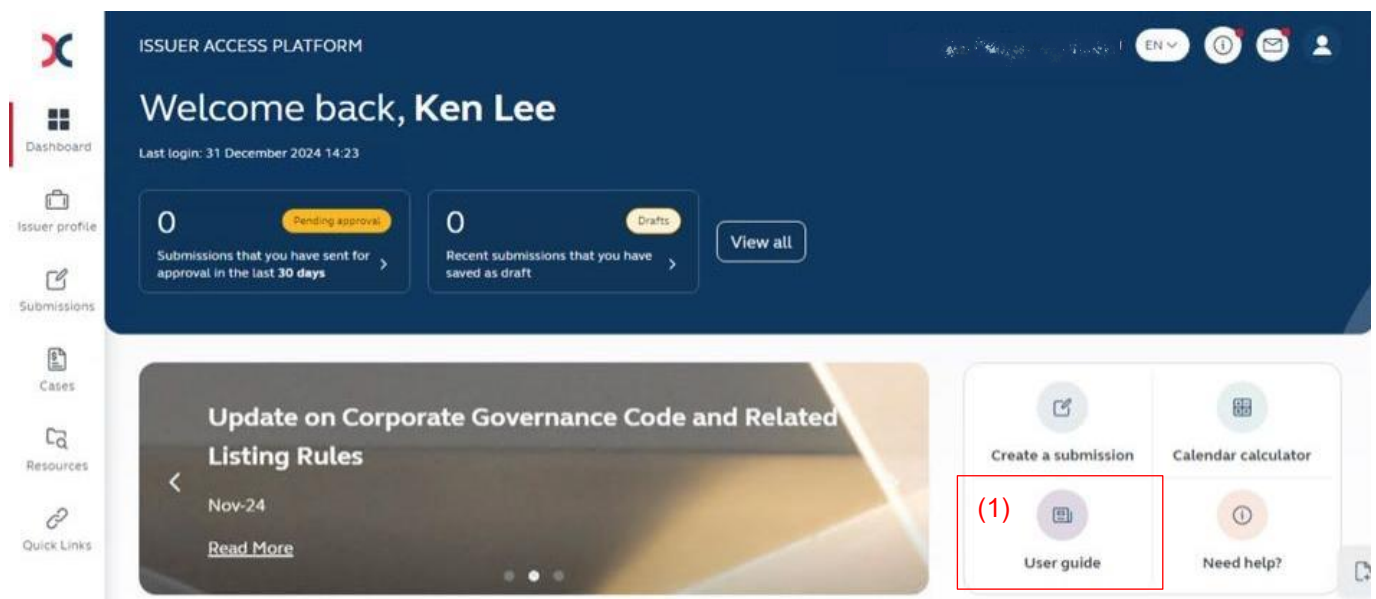
## 6.8 User guide


### User guide entry point

Access the user guide by clicking:

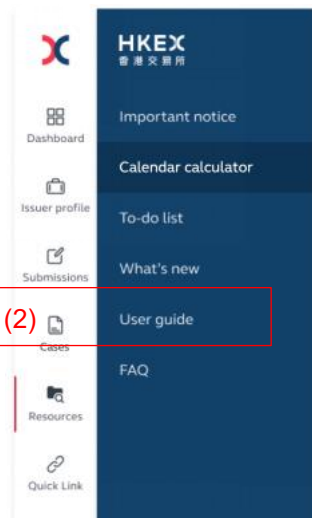


- (1) the User guide  icon on Dashboard, you will be navigated to the User guide list page.

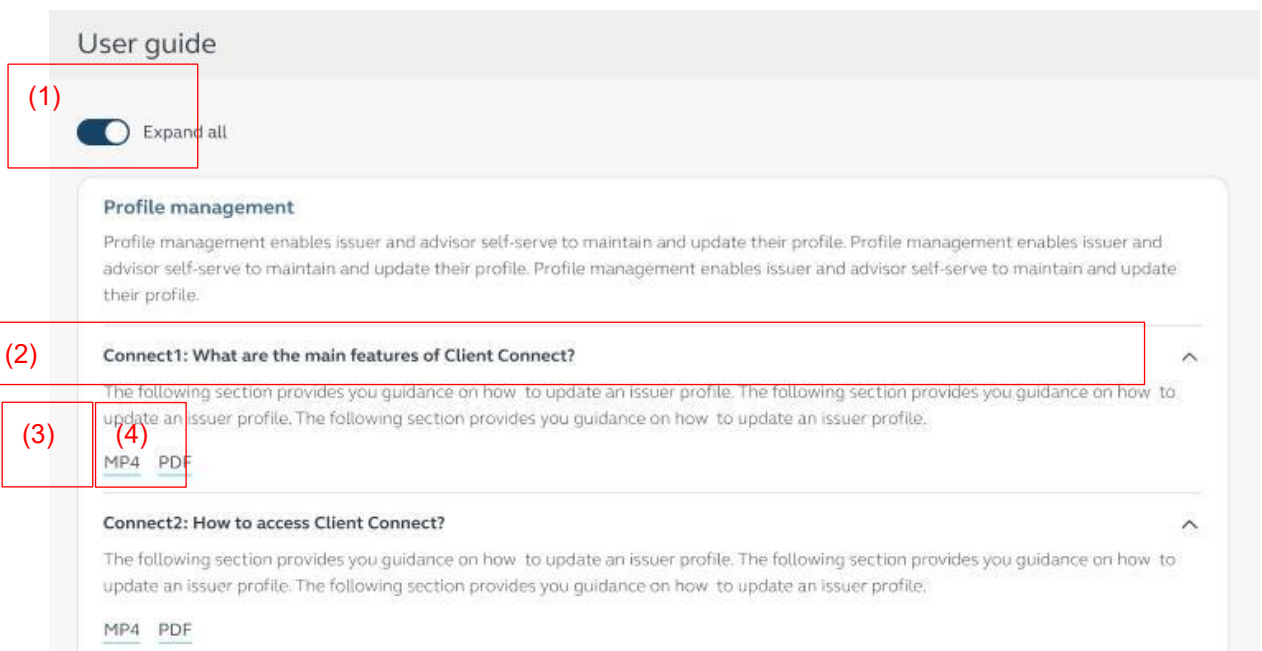


- (2) the “Resources” icon  in the left navigation panel to expand the sub-menu, then clicking the User guide on the sub-menu, you will be navigated to the User guide list page.








## 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.

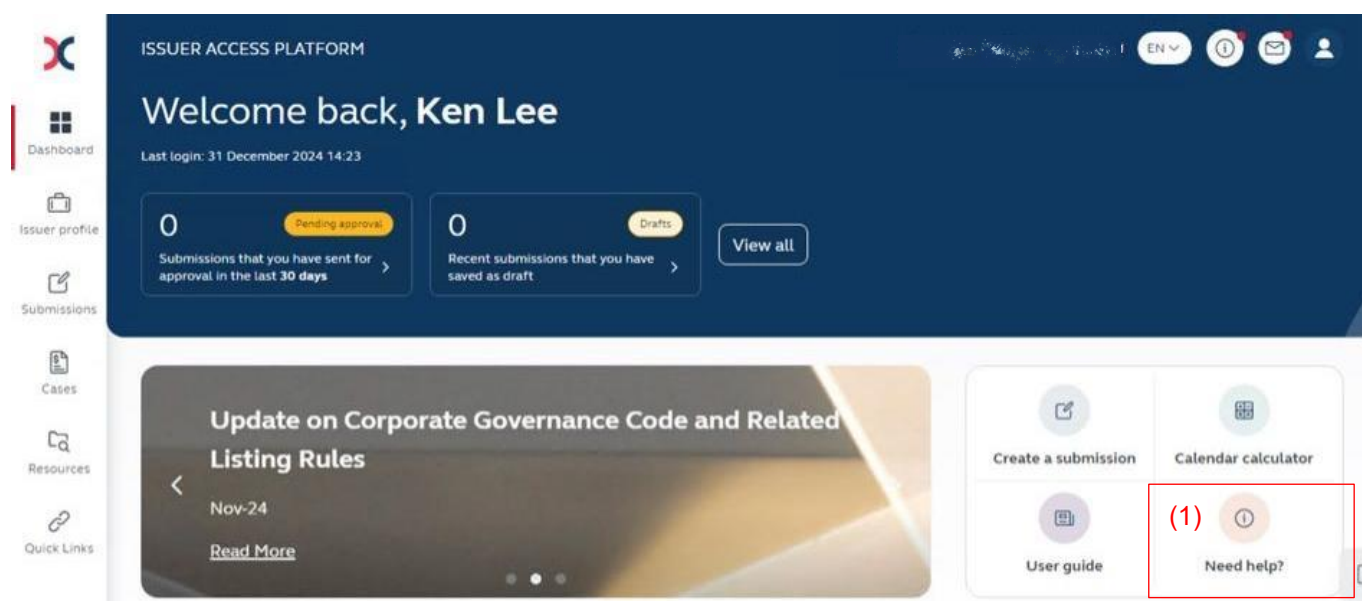
## 6.9 FAQ


Use this function to view FAQ in HKEX IAP.

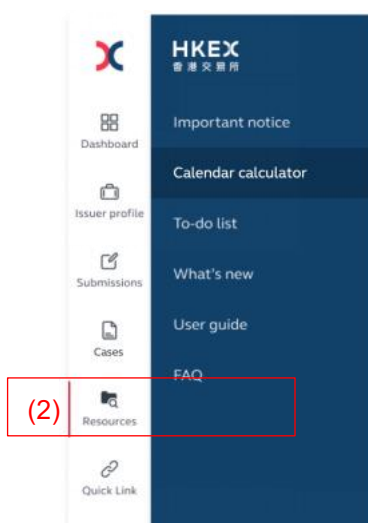
### FAQ entry point


Access the FAQ by clicking:

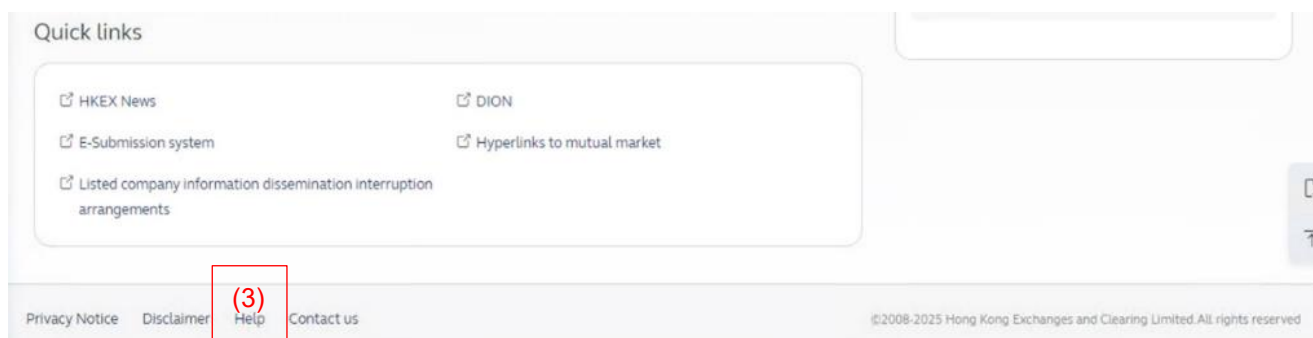
- (1) the Need help?  icon on Dashboard, you will be navigated to the FAQ list page.



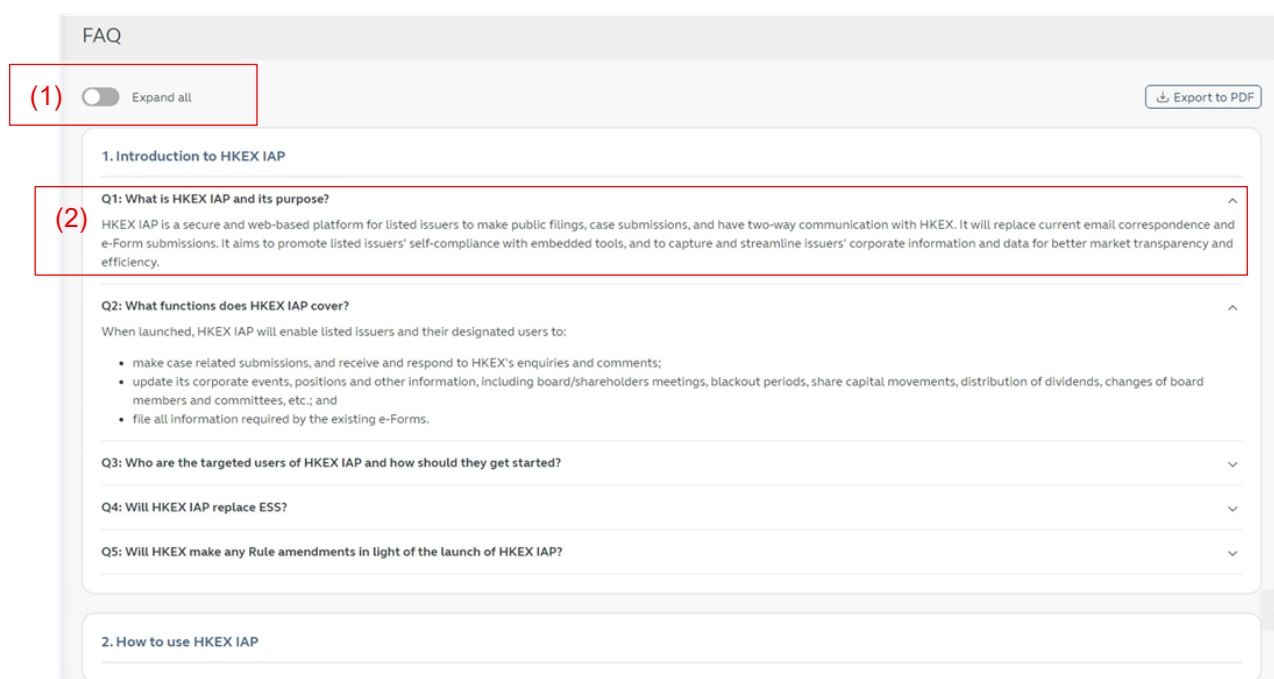
- (2) the “Resources” icon  in the left navigation panel to expand the sub-menu, then clicking the FAQ on the sub-menu, you will be navigated to the FAQ list page .






- (3) Help  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.

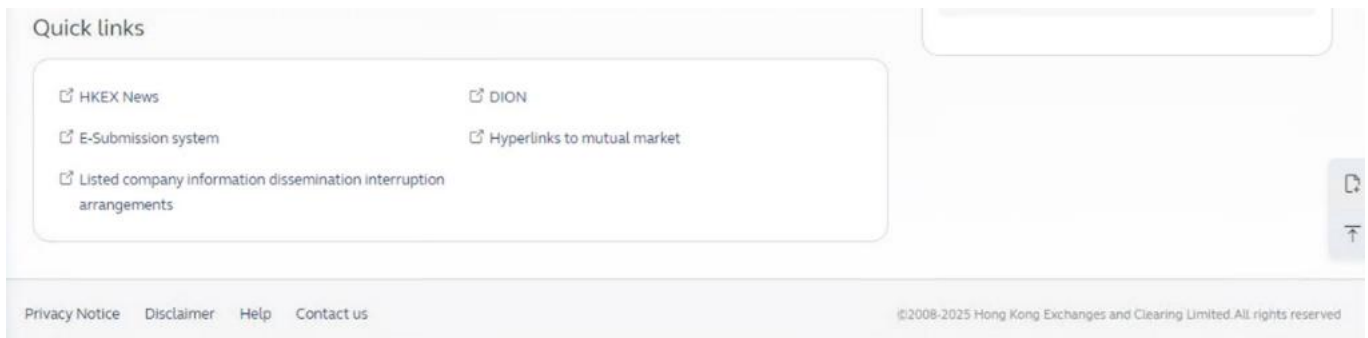
## 6.10 Quick links


Use this function to access important websites and platforms, such as HKEXnews and DION.

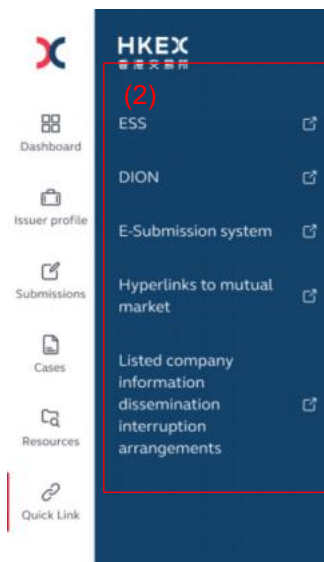
### Quick links entry point

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.