

Date: _____

To: Clearing Operations – Operations Support & Security Administration
 Hong Kong Exchanges and Clearing Limited
 30/F, One Exchange Square,
 8 Connaught Place, Central,
 Hong Kong

REPORT LOSS OF SMARTCARD

We confirm that the Smartcard issued to the following Delegated Administrator / Authorised User has been lost and thereby request you to disable the user profile associated with it. We undertake to inform you in writing when the lost smartcard is found.

User ID : _____

User Name : _____

In addition, we request you to take the following action:

[] Delete the User ID; OR

[] Replace the smartcard

a. _____ smartcard(s) is / are attached for reuse.

b. Order _____ new smartcard(s), total for HKD _____ (@HKD250.00).

1. For **CCASS Participants**,

the above charges will be debited from your CCASS Money Ledger (Billing A/C 05).

2. For **HKCC / SEOCH Participants**,

the above charges will be debited from your CCMS House Account.

3. For **CCASS Designated Banks**,

please issue cheque payable to “Hong Kong Securities Clearing Company Limited”.

For and on behalf of

 Authorised Signature(s)

(with company chop, ONLY applicable if it forms part of your signing instruction)

CCASS / HKCC / SEOCH

Participant or Designated Bank ID: _____

CCASS / HKCC / SEOCH

Participant or Designated Bank Name: _____

Contact Person: _____ Contact Number: _____

For Office Use Only

Signature verified by:	Prepared / Checked by:	Reviewed by:	Updated by:
Date:	Date:	Date:	Date: