

SMARTCARD REQUEST FORM FOR CCASS/CCMS USER

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

Date : _____

CCASS/HKCC/SEOCH Participant / Designated Bank ID : _____ Full Name : _____

Maintenance Request : **A** = Add new User **RS** = Replace damaged Smartcard

Maintenance Request [A / RS]	User Name		User ID	<u>For Office Use Only</u>		
	Surname	Other Names(s)		<u>User ID</u>	<u>Smartcard Serial Number</u>	<u>Password</u>
1.	[]	_____	_____	1.	_____	_____
2.	[]	_____	_____	2.	_____	_____
3.	[]	_____	_____	3.	_____	_____
4.	[]	_____	_____	4.	_____	_____
5.	[]	_____	_____	5.	_____	_____

Remarks : (1) For “A”, please fill in User Name only.
 (2) For “RS”, please fill in both User Name and current User ID.

Signature Verified by	Date
Prepared/Checked by	Date
Reviewed by	Date
Updated by	Date

FOR & ON BEHALF OF

Tick whichever is appropriate

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

[] 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”.

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