

中央結算系統運作程序規則

第二十一節

費用及開支

21.1 聯交所買賣的結算及交收

本第21節內，“HKD”或“HK\$”指港元；“CNY”指中國元(人民幣)，而“USD”指美元。

- 根據持續淨額交收制度下的款項交收費用。
附註：
費用於款項交收日記除。
 - 透過中央結算系統結算及交收的「已劃分的買賣」的款項交收費用，由每位結算參與者支付。
附註：
費用於款項交收日記除。
- 每項直接記除指示或直接記存指示收費：港元指示收費1.20港元；人民幣指示收費0.50港元；美元指示收費3.50港元，乃結算公司就有關結算參與者每日按持續淨額交收制度交收的款項數額而發出者。
- 每項電子收付款指示收費：港元指示收費1.20港元；人民幣指示收費0.50港元；美元指示收費3.50港元，乃結算公司就按貨銀對付方式在中央結算系統交收的「已劃分的買賣」而發出者。

21.2 「交收指示的交易」的結算及交收

- 每宗「交收指示的交易」的款項交收費用，由每位「交收指示的交易」的參與對手支付。
附註：
費用於款項交收日記除。
 - 每宗以即時貨銀對付方式在中央結算系統交收的「交收指示的交易」的款項交收費用，由每位「交收指示的交易」的參與對手支付。
附註：
費用於款項交收日記除。
- 每項電子收付款指示收費：港元指示收費1.20港元；人民幣指示收費0.50港元；美元指示收費3.50港元，乃結算公司就按貨銀對付方式在中央結算系統交收的「交收指示的交易」而發出者。
- 每項交收指示每邊收費：港元指示收費1.20港元；人民幣指示收費0.50港元；美元指示收費3.50港元，乃參與者選擇以即時貨銀對付方式在中央結算系統交收「交收指示的交易」而發出者。

21.3 「投資者交收指示的交易」的結算及交收

- 每宗「投資者交收指示的交易」的款項交收費用，由每位「投資者交收指示的交易」的參與對手支付。
附註：
費用於款項交收日記除。
每項電子收付款指示收費：港元指示收費1.20港元；人民幣指示收費0.50港元；美元指示收費3.50港元，乃結算公司就按貨銀對付方式在中央結算系統交收的「投資者交收指示的交易」而發出者。
- 每宗以即時貨銀對付方式在中央結算系統交收的「投資者交收指示的交易」的款項交收費用，由每位「投資者交收指示的交易」的參與對手支付。
附註：
費用於款項交收日記除。
每項投資者交收指示每邊收費：港元指示收費1.20港元；人民幣指示收費0.50港元；美元指示收費3.50港元，乃參與者選擇以即時貨銀對付方式在中央結算系統交收「投資者交收指示的交易」而發出者。

21.7 其他款項交收收費

- 其他支付予或向參與者收取的雜項開支所需的款項交收費用（例如：差額繳款、供款、有關電子認購新股指示及投標指示的認購款項及退款）。
附註：
費用於款項交收日記除。
每項由結算公司發出的直接記除指示 / 直接記存指示 / 電子收付款指示收費或每項已交收的票據交換所自動轉賬系統付款指示收費：港元指示收費1.20港元；人民幣指示收費0.50港元；美元指示收費3.50港元。

21.10 適用的利率

- 計算參與者逾期之港元、人民幣或美元欠款利息的利率。
附註：
利息將於參與者的款項記賬記除，並按日收取（例外的是結賬戶口的利息記除或記存會按週收取）。
結算公司只會在一項一般規則所列明的情況下，支付參與者以結算公司往來銀行的港元儲蓄戶口存款利率或（如適用者）人民幣或美元儲蓄戶口存款利率（或人民幣或美元投資利率，兩者取其較低者）計算的利息。
港元、人民幣或美元年利率為結算公司須負擔的往來銀行最優惠貸款利率加2厘，或銀行同業拆息率加2厘，兩者取其較高者。

第二十二節

投資者戶口持有人費用

22.1 「投資者交收指示的交易」的結算及交收

本第22節內，“HKD”或“HK\$”指港元；“CNY”指中國元(人民幣)，而“USD”指美元。

- 每宗「投資者交收指示的交易」的款項交收費用，由每位「投資者交收指示的交易」的參與對手支付。

附註：
費用於款項交收日記除。

每項電子付款指示收費：港元指示收費1.20港元；人民幣指示收費0.50港元；美元指示收費3.50港元，乃結算公司就按貨銀對付方式在中央結算系統交收的「投資者交收指示的交易」而發出者。

- 每宗以即時貨銀對付方式在中央結算系統交收的「投資者交收指示的交易」的款項交收費用，由每位「投資者交收指示的交易」的參與對手支付。

附註：
費用於款項交收日記除。

每項投資交收指示每邊收費：港元指示收費1.20港元；人民幣指示收費0.50港元；美元指示收費3.50港元，乃參與者選擇以即時貨銀對付方式在中央結算系統交收「投資者交收指示的交易」而發出者。

22.4 其他款項交收收費

- 其他支付予或向投資者戶口持有人收取款項所需的款項交收費用（例如：轉換認股權證、認購配售股份、費用、有關電子認購新股指示及投標指示的認購款項及退款），由投資者戶口持有人支付。

附註：
費用於款項交收日記除。

每項由結算公司發出的直接記除指示 / 直接記存指示 / 電子收付款指示收費或每項已交收的票據交換所自動轉賬系統付款指示收費：港元指示收費1.20港元；人民幣指示收費0.50港元；美元指示收費3.50港元。

倘若於某日結束時到期與結算公司進行款項交收的款額是低於10港元，該款額會調撥至下一日的賬目內，而不會於該到期日發出直接記除指示 / 直接記存指示。

22.7 適用的利率

- 計算投資者戶口持有人的投資者戶口應繳利息的利率。 港元、人民幣或美元年利率為結算公司須負擔的往來銀行最優惠貸款利率加2厘，或銀行同業拆息率加2厘，兩者取其較高者。

附註：

結算公司只會在一般規則所列明的情況下收取利息。

- 計算結算公司應支付投資者戶口持有人利息的利率，該等利息將記存在投資者戶口。 結算公司往來銀行的港元、人民幣或美元儲蓄戶口存款利率。

附註：

結算公司只會在一般規則所列明的情況下向投資者戶口持有人支付利息。

Beneficiary Details and Registration Authorization Form
Beneficiary Details and Authorization

To: Hong Kong Securities Clearing Company Limited (“HKSCC”)
 2/F Vicwood Plaza, 199 Des Voeux Road Central, Hong Kong

Re: Registration of _____ units (____ / _____, currency / nominal amount)
 in _____ (Name of Bond)

We refer to our withdrawal request (Login Withdrawal Order No. V_____) inputted into CCASS on _____ (date) for _____ units (____ / _____, currency / nominal amount) in the above-named security and, hereby request HKSCC to arrange for the registration of the said security into the name of _____ (the beneficiary) in accordance with the attached Registration and Payment Instructions. We shall collect the bond certificate(s) on behalf of the registered bondholder at the CCASS Depository when they are available.

 Company Chop and Authorized Signature(s) of CCASS Participant

REGISTRATION AUTHORIZATION

To: _____(Name of Issuer/Transfer Agent)

Re: Registration of _____ units (____ / _____, currency / nominal amount)
 in _____ (Name of Bond)

We enclose herewith ____ / _____ (currency / nominal amount) of the above-named security and hereby request you to arrange for the registration of ____ / _____ (currency / nominal amount) of the said security in accordance with the Registration and Payment Instructions as set out below, please let us have the balance in one Global Certificate amounting to ____ / _____ (currency / nominal amount).

HKSCC Nominees Limited

 Authorized Signature (s)

Registration and Payment Instructions

I/We hereby confirm that I/we have authorized HKSCC to request the Issuer/Transfer Agent of _____ (Name of Bond) to register a total of ____ / _____ (currency / nominal amount) in my/our name(s) in accordance with my/our instructions as set out below:

Denomination required: _____ x ____ / _____ (currency / nominal amount)

Name of bondholder: _____

Address of bondholder:

Tel: _____

Please pay the redemption proceeds and/or interest payment to my/our Bank Account as follows:

Bank: _____ Bank A/C No.: _____

 Authorized Signature(s) of bondholder(s)

 Specimen Signature(s) of bondholder(s)

Foreign Currency Dividend Entitlement Instruction Form

Nominees Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 Units 2505-6, 25/F., Vicwood Plaza
 199 Des Voeux Road, Central
 Hong Kong
 Fax no.: 2815 2728

Date : _____

Dear Sirs,

Re: _____ (Company Name) (Stock Code : _____)

Dividend at _____ / _____ (currency / amount) per share

Payable : on or about _____

We wish to receive the above dividend on our holding of _____ shares held for our account as follows:-

1. In Bank Draft after deducting the charges incurred
2. Credit to our bank account via telegraphic transfer held with

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than the close of the election period as specified by HKSCC in the relevant CCASS corporate announcement;*
- (2) *if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit; and*
- (3) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____

Name (in block letter) : _____

Contact Tel No : _____

Contact Person : _____

Note:

Please tick the appropriate box(es).

Cash/Scrip Dividend Election Form

Nominees Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 Units 2505-6, 25/F., Vicwood Plaza
 199 Des Voeux Road, Central
 Hong Kong
 Fax no.: 2815 2728

Date : _____

Dear Sirs,

Re: _____ (Company Name) (Stock Code : _____)

Optional Dividend at _____ / _____ (currency / amount) per share or
 _____ / _____ (currency / amount) per share or
 _____ / _____ (currency / amount) per share

Payable : on or about _____

We wish to receive the above dividend on our holding held in our account as follows:-

1. In cash (, currency) in respect of our total holding as at the last registration date.
2. In scrip in respect of our total holding as at the last registration date.
3. In cash and/or scrip in accordance with the following distribution

Cash dividend (, currency) to be received on our _____ shares
Cash dividend (, currency) to be received on our _____ shares
Cash dividend (, currency) to be received on our _____ shares
Scrip to be received on our _____ shares

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than the close of the election period as specified by HKSCC in the relevant CCASS corporate announcement;*
- (2) *if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit; and*
- (3) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____

Name (in block letter) : _____

Contact Tel No : _____

Contact Person : _____

Note:

Please tick the appropriate box and insert the number of shares if you opt for item 3.

Subscription of Open Offers Form

Nominees Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 Units 2505-6, 25/F., Vicwood Plaza
 199 Des Voeux Road, Central, Hong Kong
 Fax no.: 2815 2728

Date : _____

Dear Sirs,

Re: Open Offer for shares of _____ (Company Name)
 (Stock Code : _____) at _____ / _____ (currency / subscription price) per share

Please act on our behalf in respect of our holding as follows:-

Open Offer

Take up _____ new shares in respect of our holdings. We will credit good funds of _____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

Pursuant to the above, please debit _____ units of the offer rights of the company mentioned above from our CCASS stock account number _____.

Excess Application

Apart from the new shares which we are entitled to subscribe for, please also apply for _____ excess shares on our behalf. We will credit good funds of _____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than the close of the subscription period as specified by HKSCC in the relevant CCASS corporate announcement;*
- (2) *if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;*
- (3) *HKSCC will debit immediately from our CCASS stock account the number of the offer rights that we are entitled to subscribe for as set out herein upon receipt of our request; and*
- (4) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____
 Name (in block letter) : _____
 CCASS Stock A/C# : _____
 Contact Tel No : _____
 Contact Person : _____

Take-over Offer Acceptance/Election Form

Nominees Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 Units 2505-6, 25/F., Vicwood Plaza
 199 Des Voeux Road, Central
 Hong Kong
 Fax no.: 2815 2728

Date : _____

Dear Sirs,

Re: _____ (Company Name) (Stock Code: _____)

Cash Offer at _____ / _____ (currency / offer price) per share and/or

Scrip or Securities Exchange Offer at _____ per share

We wish to accept the above take-over offer in respect of our holding of _____ shares held in our account. Accordingly, please debit _____ shares of the company mentioned above from our CCASS stock account number (_____) as follows:-

1. Acceptance of the offer consideration in CASH in respect of our holding as stated above.
2. Acceptance of the offer consideration in SCRIP in respect of our holding as stated above.
3. Acceptance of the offer consideration in cash and in scrip

Cash to be received in respect of _____ shares out of the holding as stated above.
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Scrip to be received in respect of _____ shares out of the holding as stated above.

We understand and acknowledge that:

- (1) this form should reach HKSCC no later than the close of the offer period as specified by HKSCC in the relevant CCASS corporate announcement;
- (2) if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;
- (3) HKSCC will debit immediately from our CCASS stock account the number of shares set out herein upon receipt of our request; and
- (4) our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____

Name (in block letter) : _____

Contact Tel number : _____

Contact Person : _____

Note:

Please tick the appropriate box and insert the number of shares if you opt for item 3.

Rights Issue Subscription Request Form

Nominees Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 Units 2505-6, 25/F., Vicwood Plaza
 199 Des Voeux Road, Central
 Hong Kong
 Fax no.: 2815 2728

Date : _____

Dear Sirs,

Re: Rights Issue for shares of _____(Company Name)
 (Stock Code: _____) at _____ / _____ (currency / subscription price) per share

Please act on our behalf on our holding as follows:-

Rights Allotment

Take up _____ new shares on our behalf. We will credit good funds of _____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

Accordingly, please debit _____ nil-paid rights of the company mentioned above from our CCASS stock account number _____.

Excess Application

Apart from the new shares which we are entitled to subscribe for, please also apply for _____ excess shares on our behalf. We will credit good funds of _____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than the close of the subscription period as specified by HKSCC in the relevant CCASS corporate announcement;*
- (2) *if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;*
- (3) *HKSCC will debit immediately from our CCASS stock account the number of nil-paid rights set out herein upon receipt of our request; and*
- (4) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____

Name (in block letter) : _____

Contact Tel No : _____

Contact Person : _____

Warrant Conversion Request Form

Nominees Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 Units 2505-6, 25/F., Vicwood Plaza
 199 Des Voeux Road, Central
 Hong Kong
 Fax no.: 2815 2728

Date : _____

Dear Sirs,

Re: Conversion of Warrants

In respect of the warrants held by you for our account, we wish you to act as follows:-

EXERCISE the subscription rights attached to our warrants: _____
 (name of warrant) (Stock Code: _____) in _____ units of _____ (currency) to subscribe
 for _____ shares of _____ (Company Name) (Stock Code: _____)
 at _____ / _____ (currency / conversion price) per share, and we will credit good funds of
 _____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited
 in accordance with HKSCC’s instructions.

Pursuant to the above, please debit _____ units of warrants mentioned above from our
 CCASS stock account number _____.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than the close of the warrant conversion period as specified by HKSCC in the relevant CCASS corporate announcement;*
- (2) *if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;*
- (3) *HKSCC will debit immediately from our CCASS stock account the number of warrants set out herein upon receipt of our request; and*
- (4) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____
 Name (in block letter) : _____
 Contact Tel No : _____
 Contact Person : _____

LETTER OF INDEMNITY

To : Hong Kong Securities Clearing Company Limited (“HKSCC”) and
 HKSCC Nominees Limited (“HKSCC Nominees”)
 Units 2505-6, 25/F., Vicwood Plaza
 199 Des Voeux Road, Central
 Hong Kong

In consideration of HKSCC Nominees instructing and directing HKSCC to effect the act or acts set out in Part 1 below; and in consideration of HKSCC following the instructions of HKSCC Nominees with respect to any act mentioned in Part 1 below, we hereby undertake to indemnify both HKSCC and HKSCC Nominees (together, the “Companies”) in the manner set out in Part 2 below.

Part 1

To reimburse, or pay to us the Interim/Final* dividend of _____ / _____ (currency / amount) in total and/or send or release to us the bonus issue _____ shares of _____ (Stock Code / Name of the bonus issue) in total in respect of _____ shares of _____ (Company Name) (Stock Code: _____) (certificate number(s) _____) issued by the company and which are registered in the name of HKSCC Nominees.

Part 2

We undertake to keep each of the Companies indemnified against (i) all actions, claims or proceedings which may be brought against each of the Companies and (ii) all damages, costs and expenses suffered or incurred by each of the Companies and which may arise out of or in connection with either of the Companies having done or performed any of the acts mentioned in Part 1 above.

Dated this _____ day of _____ 20_____

 Authorized Signature of CCASS Participant
 (With Company Chop)

 Banker’s endorsement

Participant ID : _____
 Name (in block letters) : _____
 Contact Tel No : _____
 Contact Person : _____

Witness by: _____
 (Signature)

 (Name)

Address: _____

*Delete whichever is inapplicable

Debt Securities Conversion Request Form

Nominees Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 Units 2505-6, 25/F., Vicwood Plaza
 199 Des Voeux Road, Central
 Hong Kong
 Fax no.: 2815 2728

Date : _____

Dear Sirs,

Re: Conversion of Debt Securities

In respect of the debt securities held by you for our account, we wish you to act as follows:-

EXERCISE the conversion rights attached to our debt securities: _____
 (name of debt securities)(Stock Code : _____) in _____ units of _____ (currency)
 to convert for _____ shares of _____
 (Company Name)(Stock Code : _____) at _____ / _____ (currency / conversion price) per
 share; and we will credit good funds of _____ / _____ (currency / amount) into the bank
 account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

Pursuant to the above, please debit _____ units of the debt securities mentioned above from our
 CCASS stock account number _____.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than the close of the debt securities conversion period as specified by HKSCC in the relevant CCASS corporate announcement;*
- (2) *if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;*
- (3) *HKSCC will debit immediately from our CCASS stock account the number of debt securities set out herein upon receipt of our request; and*
- (4) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____
 Name (in block letter) : _____
 Contact Tel number : _____
 Contact Person : _____

Debt Securities Redemption Acceptance Form

Nominees Section

Date : _____

Hong Kong Securities Clearing Company Limited (“HKSCC”)

Units 2505-6, 25/F., Vicwood Plaza

199 Des Voeux Road, Central

Hong Kong

Fax no.: 2815 2728

Dear Sirs,

Re: _____ (Name of Debt Securities)
(Stock Code : _____)

Debt Securities Redemption at _____ / _____ (currency / redemption price) per unit

We wish to exercise our right to redeem the debt securities in respect of our holding of _____ units held for our account in cash. Accordingly, please debit _____ units of debt securities from our CCASS stock account number _____.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than the close of the debt securities redemption period as specified by HKSCC in the relevant CCASS corporate announcement;*
- (2) *if HKSCC does not receive this form by the stated deadline, HKSCC is entitled (but not bound) to take such actions with respect to our securities as it may consider fit;*
- (3) *HKSCC will debit immediately from our CCASS stock account the number of debt securities set out herein upon receipt of our request; and*
- (4) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

Authorized Signature of CCASS Participant
(with Company Chop)

Participant ID : _____

Name (in block letter) : _____

Contact Tel No : _____

Contact Person : _____

Rights Issues Subscription Election Form - CNS Positions

Clearing / Settlement Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 7/F., Vicwood Plaza,
 199 Des Voeux Road Central,
 Hong Kong.
 Fax no. 2851 6921

Date: _____

Dear Sirs,

Re: Rights Issue for shares of _____ (Company Name)
 (Stock Code : _____) at ____ / _____ (currency / subscription price) per share

Please act on our behalf on our CNS long position(s) (Settlement Position Number(s) _____)
 as follows:-

Rights Allotment

Take up _____ new shares on our behalf and we will credit good funds of ____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

Excess Application

Apart from the new shares which we are entitled to subscribe for, please also apply for ____ excess shares on our behalf and we will credit good funds of ____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the subscription period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*



 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____

Name (in block letter) : _____

Contact Tel No. : _____

Contact Person : _____

Subscription of Open Offer Form - CNS Positions

Clearing / Settlement Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 7/F., Vicwood Plaza,
 199 Des Voeux Road Central, Hong Kong.
 Fax no. 2851 6921

Date: _____

Dear Sirs,

Re: Open Offer for shares of _____ (Company Name)
 (Stock Code : _____) at ____ / _____ (currency / subscription price) per share

Please act on our behalf on our CNS long position(s) (Settlement Position Number(s) _____) as follows:-

Open Offer

Take up _____ new shares and we will credit good funds of ____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

Excess Application

Apart from the new shares which we are entitled to subscribe for, please also apply for _____ excess shares on our behalf and we will credit good funds of ____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of subscription period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____

Name (in block letter) : _____

Contact Tel No. : _____

Contact Person : _____

Take-over Offer Acceptance/Election Form - CNS Positions

Clearing / Settlement Section

Date : _____

Hong Kong Securities Clearing Company Limited (“HKSCC”)

7/F., Vicwood Plaza

199 Des Voeux Road Central, Hong Kong

Fax no. 2851 6921

Dear Sirs,

Re : _____(Company Name) (Stock Code : _____)

Cash Offer at _____ / _____ (currency / offer price) per share and/or

Scrip or Securities Exchange Offer at _____ per share

We wish to accept the above take-over offer in respect of our CNS long position(s) (Settlement Position Number(s) _____) of _____ shares as follows:-

1. Acceptance of the offer consideration in CASH in respect of our long position(s) stated above.
2. Acceptance of the offer consideration in SCRIP in respect of our long position(s) stated above.
3. Acceptance of the offer consideration in cash and in scrip

Cash to be received in respect of _____ shares of our position(s) stated above.
Scrip to be received in respect of _____ shares of our position(s) stated above.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the offer period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____
 Name (in block letter) : _____
 Contact Tel No. : _____
 Contact Person : _____

Note:

Please tick the appropriate box and insert the number of shares if you opt for item 3.

Warrant Conversion Election Form - CNS Positions

Clearing / Settlement Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 7/F., Vicwood Plaza
 199 Des Voeux Road Central
 Hong Kong
 Fax no. 2851 6921

Date: _____

Dear Sirs,

Re: Conversion of Warrants

In respect of the warrants _____ (Stock Code) _____ (name of warrant) due from the CNS long position(s) (Settlement Position Number(s) _____), we wish you to act as follows: -

EXERCISE the subscription rights attached to the warrants mentioned above in _____ units of _____ (currency) to subscribe for _____ shares of _____ (Company Name) (Stock Code : _____) at ____ / _____ (currency / conversion price) per share, and we will credit good funds of ____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the warrant conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____

Name (in block letter) : _____

Contact Tel No. : _____

Contact Person : _____

Cash Prepayment – Intra-bank Transfer Sample

(Company Letter Head)

Date

Bank Name & Address

Attn:

Dear Sirs,

Re: Irrevocable Payment by Internal Bank Account Transfer

We hereby instruct and authorise you to make the following irrevocable payment.

Value date : _____
date/month/year

Availability of funds : Full payment amount be made available to the beneficiary set out below immediately upon transfer at no later than 2:45 p.m. on the value date

Beneficiary : Hong Kong Securities Clearing Company Limited

Beneficiary's account number* : _____

Currency / Amount : ____ / _____

Special Instructions : By order of Participant ID _____

Upon execution of the above instructions, please deliver the bank debit and credit advices in respect of the transfer to the bearer of this letter as evidence of execution.

In settlement, please debit our account number _____.

Thank you for your attention.

Yours faithfully

Note : * Please contact Clearing / Settlement Section for a full list of HKSCC beneficiary account numbers.

Cash Prepayment - CHATS Payment Instruction Sample

(Company Letter Head)

Date

Bank Name & Address

Attn:

Dear Sirs,

Re: Irrevocable Payment by CHATS Payment

We hereby instruct and authorise you to make the following irrevocable payment.

Value date : _____
date/month/year

Availability of funds : Immediate full payment amount be made available to the beneficiary set out below at no later than 2:45 p.m. on the value date

Beneficiary : Hong Kong Securities Clearing Company Limited

Beneficiary's account number* : _____

Currency / Amount : _____ / _____

Special Instructions : By order of Participant ID _____

In settlement, please debit our account number _____.

Thank you for your attention.

Yours faithfully

Note : * Please contact Clearing / Settlement Section for a full list of HKSCC beneficiary account numbers.

Rights Issues Subscription Election Form - IT Positions

Clearing / Settlement Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 7/F., Vicwood Plaza
 199 Des Voeux Road Central
 Hong Kong.
 Fax no. 2851 6921

Date _____

Dear Sirs,

Re: Rights Issue for shares of _____ (Company Name)
 (Stock Code : _____) at _____ / _____ (currency / subscription price) per share

Please act on our behalf on our IT Position(s) (Settlement Position Number(s) _____)
 as follows:-

Rights Allotment

Take up _____ new shares on our behalf and we will credit good funds of _____ / _____
 (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s
 instructions.

Excess Application

Apart from the new shares which we are entitled to subscribe for, please also apply for _____
 excess shares on our behalf and will credit good funds of _____ / _____ (currency / amount) into
 the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the subscription period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____

Name (in block letter) : _____

Contact Tel No : _____

Contact Person : _____

Warrant Exercise Election Form - IT Positions

Clearing / Settlement Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 7/F., Vicwood Plaza
 199 Des Voeux Road Central
 Hong Kong
 Fax no. 2851 6921

Date _____

Dear Sirs,

Re: Exercise of Warrants

In respect of the warrants _____ (Stock Code) _____
 (name of warrant) due from the IT long position(s) (Settlement Position Number(s), _____),
 we wish you to act as follows:-

EXERCISE the subscription rights attached to the warrants mentioned above in _____ units of ____
 (currency) to subscribe for _____ shares of _____
 (Company Name) (Stock Code : _____) at _____ / _____ (currency / conversion price)
 per share, will credit good funds of _____ / _____ (currency / amount) into the bank account of
 HKSCC Nominees Limited in accordance with HKSCC’s instructions.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the warrant conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____

Name (in block letter): _____

Contact Tel number : _____

Contact Person : _____

Transfer Instruction Form

To : Hong Kong Securities Clearing Company Limited (“HKSCC”) Instruction Date: _____
 2/F Vicwood Plaza
 199 Des Voeux Road Central
 Hong Kong
 Attn: Depository Services (Fax No.: 2543-7910)

Dear Sirs,

**EXCHANGE FUND NOTES, GOVERNMENT BONDS, SPECIFIED INSTRUMENTS AND/OR
 CMU INSTRUMENTS RECEIVE FREE OF PAYMENT INSTRUCTION**

1. Please RECEIVE notes Free of Payment via CMU according to the following instruction for value on _____ :			
DEBIT Counterparty (Account Code)	Beneficiary	Issue Number	Nominal Value (Currency)
2. Please CREDIT my/our CCASS stock account number _____ with the following holding :			
Stock Code	Stock Name	Number of Unit	

Participant ID : _____

Participant Name
(in block letters) : _____

Contact Person /
Telephone Number : _____

 Authorized Signature of CCASS Participant
 (with Company Chop)

Fax Number : _____

Note:

- Your instruction should reach us **No Later Than 2:00 p.m.** for same day settlement.
- For Receive Free of Payment Instruction, your account will be credited upon receipt of EFN, Government Bonds, Specified Instruments and/or CMU Instruments by HKSCC from counterparty in CMU before 3:00 p.m. If EFN, Government Bonds, Specified Instruments and/or CMU Instruments are received after 3:00 p.m., your account will be credited on the next working day.
- Your instruction will only be effected and accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time and to the participant agreements in effect and any other relevant documents from time to time issued by HKSCC.

For Office Use Only					
Signature Verified	T. I. Input	T. I. Authorized	Account Updated	UML prepared / approved	Advice Issued

Transfer Instruction Form

To : Hong Kong Securities Clearing Company Limited
 2/F Vicwood Plaza
 199 Des Voeux Road Central
 Hong Kong
 Attn : Depository Services (Fax No.: 2543-7910)

Instruction Date : _____

Dear Sirs,

**EXCHANGE FUND NOTES, GOVERNMENT BONDS, SPECIFIED INSTRUMENTS AND/OR
 CMU INSTRUMENTS DELIVER FREE OF PAYMENT INSTRUCTION**

1. Please DEBIT my/our CCASS stock account number _____ with the following holding :			
Stock Code	Stock Name	Number of Unit	
2. Please DELIVER notes Free of Payment via CMU according to the following instruction for value on _____ :			
CREDIT Counterparty (Account Code)	Beneficiary	Issue Number	Nominal Value (Currency)

Participant ID : _____
 Participant Name
 (in block letters) : _____
 Contact Person /
 Telephone Number : _____

 Authorized Signature of CCASS Participant
 (with Company Chop)

Fax Number : _____

Note:

- Your instruction should reach us **No Later Than 2:00 p.m.** for same day settlement.
- For Deliver Free of Payment, instruction will automatically lapse if the instruction is not settled in the CMU on the value day. You are obliged to submit a fresh instruction to us if you wish to settle the prescribed instruction on the next working day.
- Your instruction will only be effected and accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time and to the participant agreements in effect and any other relevant documents from time to time issued by HKSCC.

For Office Use Only					
Signature Verified	Account Updated	T. I. Input	T. I. Authorized	UML prepared / approved	Advice Issued

Debt Securities Conversion Request Form - IT Positions

Clearing / Settlement Section
 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 7/F., Vicwood Plaza
 199 Des Voeux Road Central
 Hong Kong
 Fax no. 2851 6921

Date _____

Dear Sirs,

Re: Conversion of Debt Securities

In respect of the debt securities due from the IT position(s) (Settlement Position Number(s) _____), we wish you to act as follows:-

EXERCISE the conversion rights attached to our debt securities: _____
 (name of debt securities) (Stock Code : _____) in _____ units of _____ (currency) to convert for _____ shares of _____ (Company Name)
 (Stock Code : _____) at _____ / _____ (currency / conversion price) per share; and we will credit good funds of _____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the debt securities conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____
 Name (in block letter) : _____
 Contact Tel No : _____
 Contact Person : _____

Debt Securities Conversion Request Form - CNS Positions

Clearing / Settlement Section

Date

 Hong Kong Securities Clearing Company Limited (“HKSCC”)
 7/F., Vicwood Plaza
 199 Des Voeux Road Central
 Hong Kong
 Fax no. 2851 6921

Dear Sirs,

Re: Conversion of Debt Securities

In respect of the debt securities due from the CNS position(s) (Settlement Position Number(s) _____), we wish you to act as follows:-

EXERCISE the conversion rights attached to our debt securities: _____ (name of debt securities) (Stock Code : _____) in _____ units of _____ (currency) to convert for _____ shares of _____ (Company Name) (Stock Code : _____) at _____ / _____ (currency / conversion price) per share; and we will credit good funds of _____ / _____ (currency / amount) into the bank account of HKSCC Nominees Limited in accordance with HKSCC’s instructions.

We understand and acknowledge that:

- (1) *this form should reach HKSCC no later than 2:00 p.m. on the Business Day before the close of the debt securities conversion period as specified by HKSCC in the relevant CCASS corporate announcement; and*
- (2) *our request and instructions will only be effected or accepted by HKSCC subject to the General Rules of CCASS and the CCASS Operational Procedures as are in force from time to time.*

 Authorized Signature of CCASS Participant
 (with Company Chop)

Participant ID : _____

Name (in block letter) : _____

Contact Tel No : _____

Contact Person : _____