For Intended Recipients Only

ANNUAL ATTESTATION & INSPECTION PROGRAMME (2019)



RULE ENFORCEMENT MARKET SURVEILLANCE & MONITORING

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HKEX Rule Enforcement – Key Principles

Prevention	 Enhance industry understanding of HKEX Rules through: Briefing sessions FAQs, guidance notes, circulars and reminders Compliance Roundtable Chatbot New
Detection	 Identify non-compliance through daily monitoring and self-reporting by EPs / CPs Introduced Annual Attestation and Inspection Programme (since 2017): ✓ Self-attestation of compliance with HKEX Rules ✓ Onsite inspection
Correction	 Pursue corrective actions, depending on seriousness of breaches and violations: Rectification measures Disciplinary actions

Annual Attestation and Inspection Programme

Self-Attestation of Compliance

- Apply to <u>all</u> Exchange Participants¹ and Clearing Participants²
- Perform self assessment on compliance with relevant HKEX Rules
- Complete Self-Attestation Questionnaire prescribed by HKEX
- Submit the Questionnaire, along with any supporting documentation, via the Electronic Communication Platform (ECP)

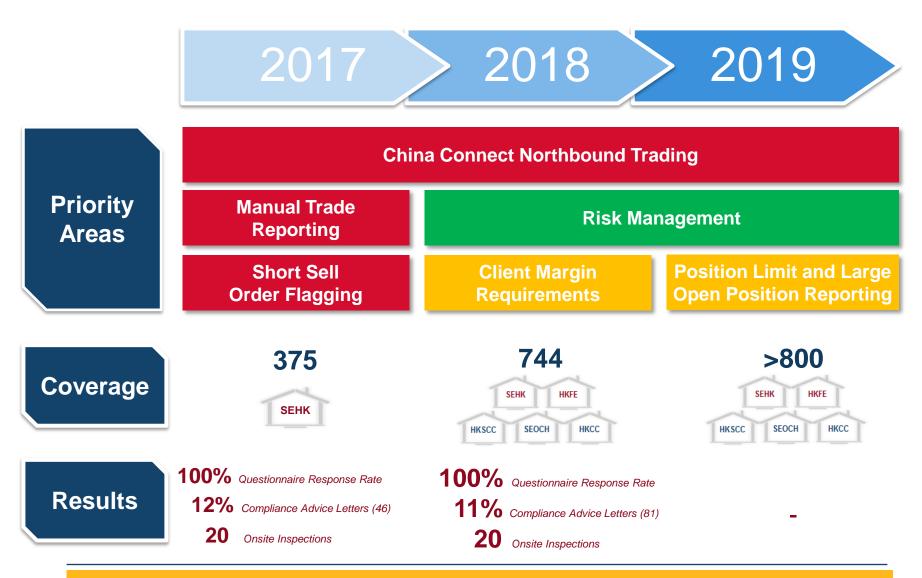
Onsite Inspection

- Apply to <u>selected</u> Exchange / Clearing Participants based on risk assessment
- A more detailed evaluation of Exchange / Clearing Participants' compliance with the relevant HKEX Rules
- Inspectors will conduct Onsite Inspection at the participants' premises



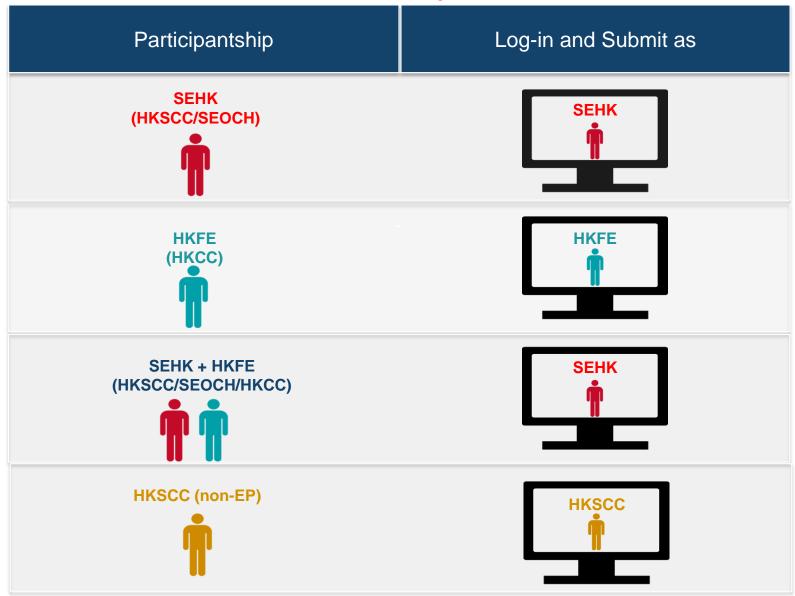
¹Exchange Participants of The Stock Exchange of Hong Kong Limited and Hong Kong Futures Exchange Limited (the "EPs") ²(i) Clearing Participants and General Clearing Participants of HKFE Clearing Corporation Limited, (ii) Direct Clearing Participants, General Clearing Participants and Custodian Participants of Hong Kong Securities Clearing Company Limited, and (iii) Direct Clearing Participants and General Clearing Participants of The SEHK Options Clearing House (the "CPs")

Annual Attestation and Inspection Programme



The priority areas are reviewed, assessed and identified in consultation with the SFC

Submission of Self-Attestation of Compliance via ECP



Link to ECP: <u>https://www.ecp.hkex.com.hk/</u> ECP Administrator Contact: (Email) <u>ecpadmin@hkex.com.hk</u> or (Tel) 2840 3933

Programme Timeline



We have worked closely with the SFC on the inspection scope and schedule

HKEX Rule Enforcement Designated Website & Email Account



https://www.hkex.com.hk/Services/Rules-and-Forms-and-Fees/HKEX-Rule-Enforcement?sc_lang=en

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MARKET DATA	PRODUCTS	SERVICES	LISTING	NEWS	MUTUAL MARKET
srvices \ Rules, Forms & Fees IKEX RULE ENF	ORCEMENT				
Services	нке	EX RULE ENFORCEMENT	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~		
Trading	► Intro	oduction			
Market Data Services		The Hong Kong Exchanges and Clearing Limited (HKEX) Rule Enforcement Framework consists of three elements: (i) prevention, (ii) detection and (iii) correction. Details of these elements are set out below.			
Connectivity		PREVENTION In a bid to prevent and deter participants from non-compliance with its Rules, HKEX will continue its effort in market communication and education in order to enhance the participants' understanding of its Rules including conducting briefing sessions and issuing FAQs and circulars. DETECTION			
Clearing					
Settlement and Depository		In addition to its market surveillance and monitoring work and self-reporting of non-compliance by participants, HKEX has introduced an Annual Attestation and Inspection Programme since 2017 as follows:			
Rules, Forms & Fees		Attestation and inspection Programme since 2017 as follows: 1. Self-Attestation of Compliance			
	1 A 1	Each participant will be required, on an annual basis, to complete and return a questionnaire in the form prescribed by HKEX, in which the			
Rules		participant is required to attest its compliance with HKEX's Rules (or a specific section thereof) during the relevant period. The participant's response to the questionnaire as well as its compliance history will, among other factors, form the basis of HKEX's assessment of the participant's risk profile. HKEX may conduct follow-que enquiries with participants based on their risk profiles and may conduct investigations or on-site			
Rules Forms			Tax prome: Incoming conduct noundly engines with paracepairs based on them tax promes and may conduct investigations of oneare inspections at the participants' premises.		



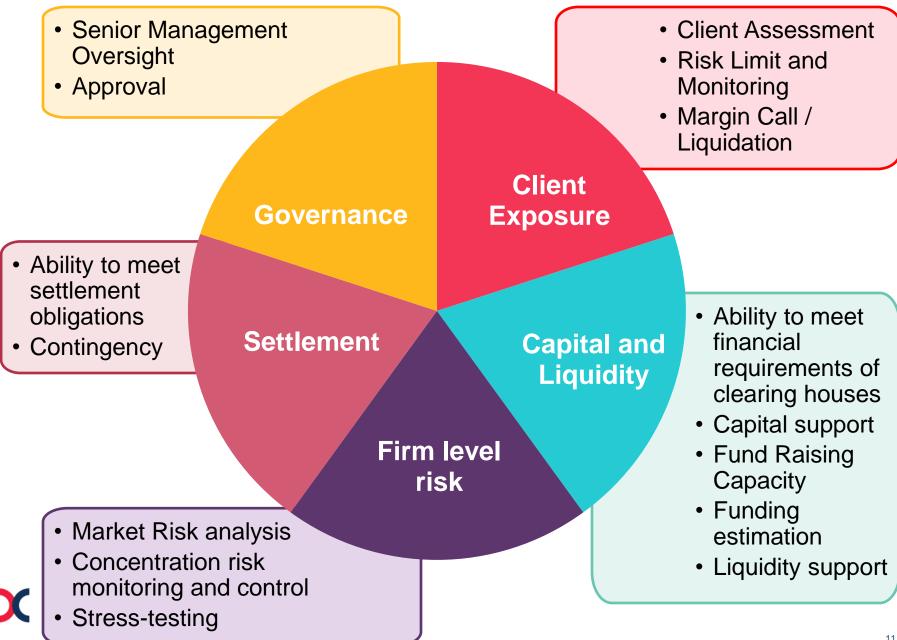
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Risk Management



Enforcement Focus

Risk Exposure Monitoring and General Obligations

Controls in Meeting Payment Obligation & Other Operational Controls

Information Update

Risk Management

Risk Exposure Monitoring and General Obligations

- **1.** Credit Exposure and Control
- 2. Stress Testing
- 3. Submission of HKEX when engaging in new business
- 4. Compliance How to monitor circular issued by HKEX New

Controls in Meeting Payment Obligation & Other Operational Controls

- 1. Timeliness Control (e.g. settlement checklist) (HKSCC)
- 2. Risk in relation to Client Offset Claim Account (HKCC/SEOCH)
- 3. Defective Securities Risk
- 4. Contingency Arrangements New

Risk Management

Information Update New

- 1. Contact Update
- 2. Shareholding Structure Update
- 3. Resources and Staff Experience

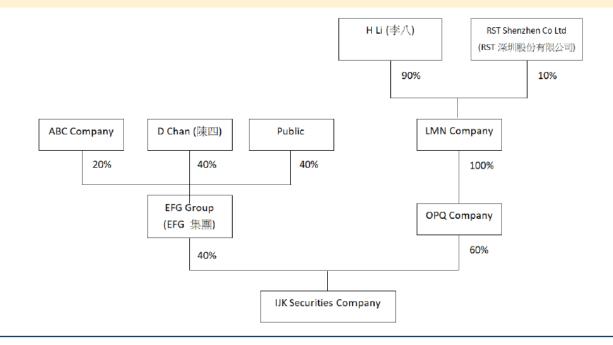


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Enforcement Focus

Prescribed Limits and Reporting Levels

- Position Limits
- Large Open Positions / Reporting Level

Reporting Requirements

- Notify HKEX on Reportable Positions
- No later than 12:00 noon of the next business day
- Via Electronic Communication Platform ("ECP")
- Report Format and Content

Reporting by a person other than an Exchange Participant

Inform Clients on Requirements and Responsibilities of Reporting

Position Limits – Calculation of Contract Exposure

- Applicable to most futures and options contracts traded on SEHK and HKFE
- Vary by Product / "Group" of Products

Futures and Options on HKFE

- Open/Net Contracts
- Position Delta¹

where Position Delta = No. of Contracts x delta per Contract

Stock Options on SEHK

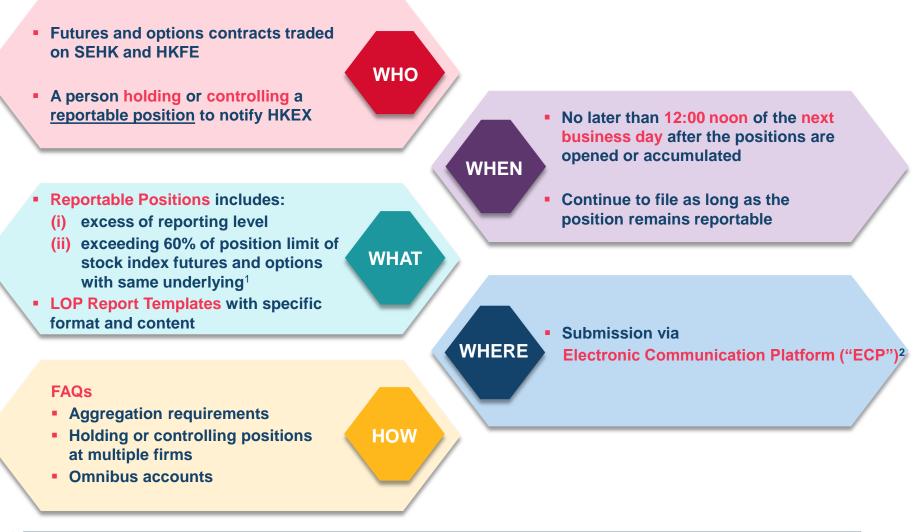
- Open Contracts
- Number of open contracts per option class in any one market direction²

Spot / Single / All Month(s)



¹ Position Delta = No. of Contracts x delta per Contract based on the DCASS report "RP009 – Series Greek Data File" ² Long calls/short puts are combined in one direction and short calls/long puts combined are in another direction

Reporting Requirements



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¹ Pursuant to HKFE Rule 628(c), any HKFE Participant, with open position held for its own account or any client exceeding 60% of the position limit of stock index futures and options products with the same underlying index is required to report all outstanding positions in the products concerned to HKFE, including those positions that are below the LOP Reporting Level. Currently applicable to HSI, HHI, MHI, MCH. ² ECP Registration Form

https://www.hkex.com.hk/-/media/HKEX-Market/Services/Trading/Derivatives/Overview/Trading-Mechanism/Large-Open-Positions-and-Position-Limits/ECPReg.pdf?la=en

Reporting Capacity

Exchange Participant as	
Principal	

Own Account

HKFE ParticipantsSEHK Stock Options Participants

 Multiple proprietary trading desks for different strategies

 Stock Option positions arising from market marking activities held at own or affiliate's Market Maker Account

Exchange Participant as **Agency**

Hold on behalf of clients

Control e.g. exercise discretion to trade or dispose position independently

- Aggregation requirements
- Omnibus accounts
- Positions at multiple firms
- Reporting for clients upon delegation

A person **Other than** an Exchange Participant

Directly to HKEX

Through Exchange Participant(s) who agree to report on behalf Same as above

Reportable Positions

Excess of Reporting Level	Exceeding 60% of Position Limit
All futures and options contracts traded on SEHK and HKFE	Applicable to HKFE Participants only (Additional Requirement)
 Number of Open Contracts on gross basis 	 For Stock index futures and options products with the same underlying index (HSI, HHI, MHI, MCH currently)
 Vary by Products <u>Futures and Options on HKFE</u> (Futures) in any one Contract Month (Options) in any one Option Series¹ Stock Options on SEHK (Options) per Option Class per Expiry Month² 	 Position Delta When exceeding 60% of the position limit, EP must report all outstanding positions in the products concerned, including positions below the LOP Reporting Level



Large Open Position Report Contents

- **1. Index futures/options contract or other futures contract**
- 2. Stock options contract

Person	Position	
 Exchange Participant Code 	 Type of Account i.e. House / Client / Registered Trader 	
Account NumberAccount Name	 Nature of Reportable Position 	
 Ultimate Beneficial Owner ("BI") 	i.e. Hedging / Trading / ArbitragingContract Type	
 Transaction Originator ("TO") Reporting Person Conseits 	 Contract Series 	
 Reporting Person Capacity i.e. BI / TO / Omnibus Account Operator ("OM") 	 Number of long and/or short position 	

Inform HKEX on any changes of account information promptly



- 1. Index futures/options contract or other futures contract
- 2. Stock options contract

Aggregation Requirements

Cap 571Y, Section 6(1):

"Any person who **holds or controls** a reportable position shall lodge a notice in writing of that reportable position with the recognized exchange company..."

HKFE Rule 632A(b):

"For the purpose of this Rule, the positions of all accounts under the **direct or indirect common control or management** of a person, and the positions of all accounts of a person or persons acting pursuant to an express or implied agreement or understanding, shall be **subject to aggregation** by the Exchange."

OTP 5.10(4):

"If the Options Exchange Participant is aware that **a number of its client accounts are held for the same beneficial owner**, all open positions of these accounts shall be **aggregated**.

Should EP aggregate positions in the following scenarios?

(A) A client holds multiple accounts at an EP - Aggregation must apply.

(B)

- Different proprietary trading desks adopting different strategies
- Group company's affiliate / subsidiary
- Omnibus account operator

Determining factors include:

- Same / separate legal entities?
- Does the person give day-to-day trading directions to another?
- Does the person has discretion over the management of another's accounts?

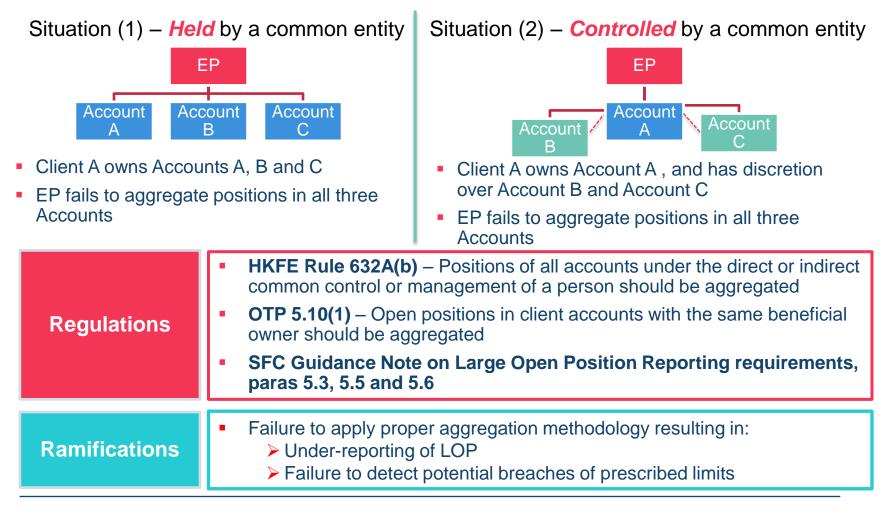
Case Study 1

Broker A was in breach of prescribed position limits

Facts	 Broker A breached the prescribed limit in HSCEI futures and options contracts, on 18 occasions, within a three-month period Broker A failed to identify the breaches and report to the SFC in a timely manner, due to inadequacies in internal controls: 		
	 Inadequate staff knowledge (e.g. on aggregation) Position limit monitoring not part of daily operations 		
	 HKFE Rule 632A: Holding or controlling open positions in Stock Index Futures & Options Contracts that exceed prescribed position delta (per Contract Specifications) 		
Regulations	 Securities and Futures (Contracts Limits and Reportable Positions) Rules (Cap 571Y), Section 4(1): Holding or controlling futures contracts or stock options contracts in excess of the prescribed limit (per Schedule 1 of Cap 571Y) 		
Regulatory Action	SFC reprimanded and fined Broker A HK\$2.5 million for regulatory breaches and internal control failures for compliance with prescribed the relevant rules and requirements on position limits.		

Case Study 2

Under-reporting of LOP for clients – Aggregation Requirements



Case Study 3

Under-reporting of LOP for clients – Delegated Reporting

EP A EP B EP C	 Client X holds or controls a reportable position in accounts at multiple EPs (A, B and C) Client X instructs each EP to report positions separately to HKFE/SEHK EP A only reported client X's positions when they were above the reportable threshold, but not positions below reporting levels 	
 SFC Guidance Note on Large Open Position Reporting requirements, para. 4.6 Operational Trading Procedures for Options Trading Exchange Participants of the Stock Exchange, paras. 5.10(4) HKFE Circular (Ref: ED/DMD/MD/024/05), para. C2 Client who holds/controls a reportable position may submit LOP Report to HKEX through (1) one EP and provide its total positions held at other EPs to that EP or (2) all EPs to report positions in each of the accounts even though positions in the individual accounts may not exceed the reportable level 		
Ramifications - Failure to fulfill LOP reporting obligation		

Relevant Exchange Rules and Circulars on Position Limits and LOP Reporting

Rules, Regulations and Procedures of the Futures Exchange – Chapter VI

- 628 Monitoring Large Open Positions
- 629 Trading Limits and Position Limits
- 631-632 Exceeding Position Limits
- 632A Client-Based Delta Position Limits
- 632B Increasing a Position Limit
- 633(c) Responsibility of Informing Clients of LOP reporting requirements

Options Trading Rules – Chapter 4

- 435-438 Position Limits
- 439 Reporting Levels
- 440 Responsibility to Disclose Ultimate Beneficial Identity
- 441 Responsibility of Reporting Excess in Position Limits
- 441A Market marking positions held in the account of an Exchange-registered affiliate

Operational Trading Procedures for Options Trading Exchange Participants of the Stock Exchange – Chapter 5

- 5.9 Position Limit and Reporting Level
- 5.10 Responsibility of Reporting Excess in Reporting Level and Informing Clients of the LOP reporting requirements
- 5.11 Reporting Excess in Reporting Level
- 5.12 Increasing a Position Limit

Circulars

- MSM/006/2017 Frequently Asked Questions Position Limits and Large Open Position ("LOP") Reporting
- MSM/001/2016 Electronic Submission of Large Open Position Report for Stock Options Contracts
- MSM/001/15
 Electronic Submission of Large Open Position Report
- EFIC/DT/178/14 Strengthening Large Open Position Monitoring for Stock Index Futures and Options
- ED/DMD/MD/024/05 Harmonisation Of Position Reporting Levels And Position Limits In HKFE Contract Specifications with the Securities and Futures (Contracts Limits and Reportable Positions) Rules (Paras. B2 and C)

The Exchange Rules and Circulars should be read in conjunction with the Securities and Futures (Contracts Limits and Reportable Positions) Rules ("CLRP Rules"), SFC's Guidance Note on Position Limits and Large Open Position Reporting Requirements ("Guidance Note").

Dedicated website:

https://www.hkex.com.hk/Services/Trading/Derivatives/Overview/Trading-Mechanism/Large-Open-Positions-and-Position-Limits?sc_lang=en#template

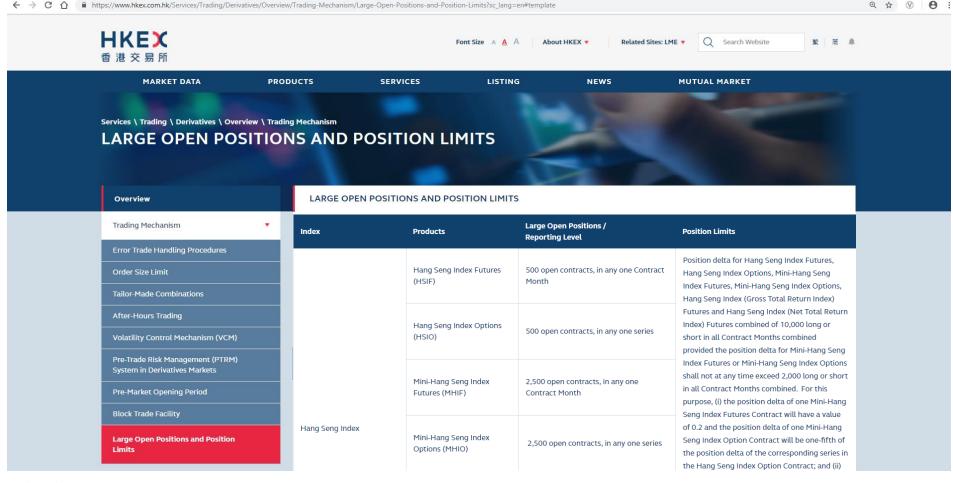
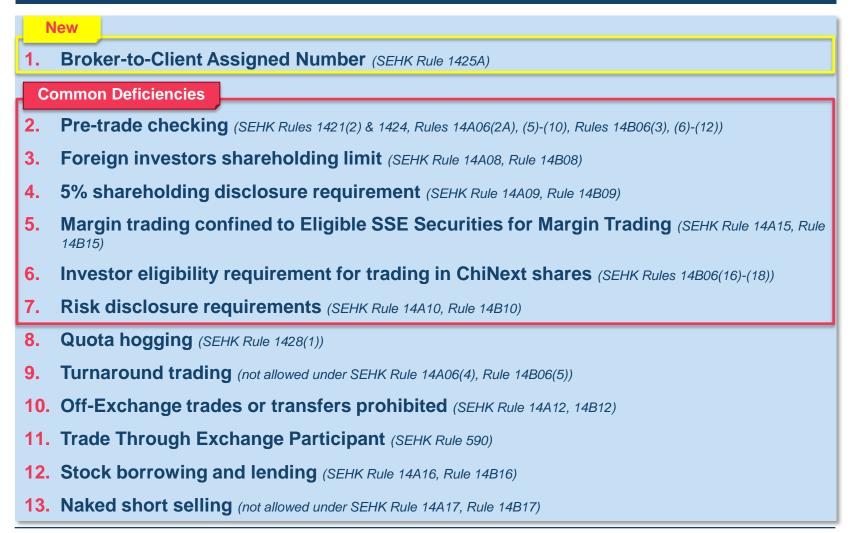


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China Connect Northbound Trading

Enforcement Focus



BCAN

A unique Broker-to-Clients Assigned Number (BCAN) should be (i) assigned to each of their clients who trade in China Connect Securities, and (ii) mapped to the Client Identification Data (CID) of that particular client.

BCAN

- One BCAN for one client (with one or more accounts, except for a joint account)
- For proprietary trading, different BCANs for each of the CCEP's / TTEP's affiliate
- One level down to Non-affiliate of CCEP / TTEP
- Assign to fund or fund manager depending on account opening arrangement
- Not bearing obvious link to client
- Kept confidential
- No changed or re-used for another client

CID

- Individual name, ID issuing country, ID type and ID number
- Institution entity name, place of incorporation, ID type* and ID number
- Ensure CID is accurate and up to date

BCAN

Prescribed Consent

- CCEPs / TTEPs shall obtain authorisations and written consents for the collection, storage, usage, disclosure and transfer of BCANs and CIDs
- Simple notification of the new arrangement is insufficient
- CCEPs / TTEPs should keep appropriate records of the prescribed consent and other relevant documents
- Generally, without valid authorization / consents, CCEPs / TTEPs may only input sell orders

BCAN Tagging

- CCEPs / TTEPs shall tag the corresponding BCAN to every NB order on a real-time basis
- CCEPs / TTEPs need to handle any incorrect BCAN tagging promptly:
 - **Before execution:** cancel order
 - After execution: report correction of BCAN to the Exchange



Frequently Asked Questions by EPs

Q 1 – Client consents

Do CCEPs/TTEPs need to obtain the PDPO prescribed consent from both individual and institutional clients?

Only individuals' personal data are regulated by the PDPO. The PDPO prescribed consent will therefore be required only from CCEPs'/TTEPs' individual clients but not their institutional clients. For institutional clients, CCEPs/TTEPs should have their own internal policies and procedures on obtaining the necessary client approval/consent to allow them to lawfully handle and transfer clients' confidential information as contemplated under the NB Investor ID Model.



Frequently Asked Questions by EPs

Q 2 – Client consent cannot be obtained

What if client consent is not obtained for disclosure of CID and BCAN submission along with orders?

If the necessary authorizations and consents (both written and prescribed) from an individual client in relation to the collection, storage, use, disclosure and transfer of his/her CID and/or BCAN cannot be obtained by a CCEP or TTEP, or the client's BCAN or BCAN-CID mapping are otherwise invalid or deficient, then, the CCEP or TTEP may only input NB sell order (but not any NB buy order) for such client.

The CCEP/TTEP should confirm with its client who refuses to provide the necessary consent that he/she has not otherwise provided such consent to other CCEPs/TTEPs for NB trading. If the CCEP/TTEP reasonably believes that its client may have provided such consent to other CCEPs/TTEPs (e.g. the shares to be sold are acquired after the implementation of NB investor ID model), it should conduct appropriate due diligence to ascertain why a different approach is taken by the client to ensure that he/she is not abusing this NB sell order exception. If the CCEP/TTEP is aware that the client has indeed provided a subsisting consent to the other CCEPs/TTEPs but fails to give a satisfactory explanation for the refusal with the CCEP/TTEP, the CCEP/TTEP should insist obtaining the necessary consent from such client before placing any further NB orders for him/her.

Frequently Asked Questions by EPs

Q 3 – Records of client consents

Do CCEPs/TTEPs need to submit client consents to HKEX?

CCEPs/TTEPs do not need to submit client consents to HKEX. However, they should keep appropriate records of the client consents and other relevant documents in accordance with the Rules of the Exchange.

Q 4 – BCAN not yet validated

If an individual client has provided client consent to CCEP/TTEP but the BCAN assigned to such client is not yet successfully validated, can such client dispose of its China Connect Securities?

There may be circumstances where a BCAN is not successfully validated even the relevant BCAN-CID mapping information is timely submitted to the SEHK. In the case where the CCEP/TTEP has duly provided the relevant BCAN-CID mapping information at or before the prescribed deadline on T-1 day to the SEHK in good faith but the BCAN is not validated on the same day, the CCEP/TTEP may nevertheless input NB sell orders (but not NB buy orders) for such client on T-day and the BCAN to be tagged for such NB sell order shall be specific reserved values prescribed by the SEHK in the related interface specifications.

Shareholding Disclosure, Foreign Investors Shareholding Limit

Focus Area	Key information		Compliance Reminder		
5% Shareholding Disclosure Requirement 持股量披露	 issued shares of a I should report in writin inform the listed com Foreign Investors 10% limit on shareho 	vestor's holding* reached 5% of the Mainland listed co., and such investor ing to the CSRC and SSE/SZSE, and pany within 3 working days as shareholding limit: Iding by a single foreign investor ite foreign shareholding#	 Mistaken belief: Some CCEPs/TTEPs held the mistaken belief that they not obliged to monitor their client's holding in China Connect Securities as they may not be the client's sole custodian. Appropriate monitoring arrangement to comply and alert clients to comply with the 5% 		
規定 Foreign	Aggregate Foreign Shareholding Level	Action to be taken by the Exchanges	shareholding disclosure requirements and the 10% single foreign investor's shareholding restriction		
Investors	26%	SSE / SZSE will publish a notice on its website (as the case maybe)	Alert clients to the 30% aggregate shareholding limit and the forced-		
Shareholding Limit	28%	HKEX will publish a notice on its website and reject further buy order	sale arrangements		
境外投資者 持股限制	>30% (if due to trading under Stock Connect)	On a last-in-first-out basis, SEHK will identify the relevant trades and EP and request the clients concerned to sell the shares <u>within 5 trading</u> <u>days</u> . Otherwise, the EPs will be required to force-sell the shares for the clients	Appropriate measures including legally enforceable client agreements to enable timely execution of forced-sale arrangements		
	<26%	HKEX will announce acceptance of buy order			

Note: * Single holding of 1 investor or by aggregating the holding of other parties "acting in concert" with such investor # Aggregate foreign shareholding level: 1. SSE: <u>http://www.sse.com.cn/disclosure/diclosure/qfii</u> 2. SZSE: <u>http://www.szse.cn/main/disclosure/news/qfii/</u>

Margin Trading

Focus Area	Key Information	Compliance Reminder
	 Confined to the List of Eligible SSE/SZSE Securities for Margin Trading Subject to "margin trading indicator" (單隻股票 的融資監控指標): Suspension : 25%, Resumption: Drop below 20% 	 Ensure clients are informed of the scope of services provided to them Effective measures in place to ensure margin trading is confined to the List of Eligible SSE/SZSE Securities for Margin
Margin Trading 保證金交易	RAMER, BEE, HE, GE, GE, BR. BR. BEER, BEER, HE, HE, GE, GR. BR. BEER, BEER, HE, HE, GE, GR. BR. BEER, BEER, HE, HE, GE, GE, BR. BR. BEER, BEER, HE, GE, GE, BR. BR. BEER, BEER, HE, GE, GE, BR. BR. BEER, BEER, SALE, S	Trading (i.e. the margin financing arrangement should not be provided on a portfolio basis, or allow client, by virtue of the aggregated collateral values of all securities held in his/her portfolio, to purchase securities including China Connect Securities which may not confined to those included in the List of Eligible SSE/SZSE Securities for Margin Trading) ;
		 for buy orders, the relevant stock is not under margin trading suspension at the time of order placement.
	Notice Control Control Control Material (CD) Ma	Ensure clients' understanding and awareness on the restrictions, requirements and conditions applicable to Margin Trading

Trading in SZSE's ChiNext Shares

 Initially open for Institutional Professional Investors 機構專業投資者 (IPI)* only Client Agreement should contain sufficient provisions covering the trading of ChiNext stocks including the risks involved Effective controls on pre-trade and post-trade level to ensure compliance with the investor
Investor Eligibility for Trading in ChiNext Shares 買賣深圳創業板 投資者資格規定 UP

Note: * IPI as defined under paragraph 15.2 of the Code of Conduct for Persons Licensed by or Registered with the SFC, means a person falling under paragraphs (a) to (i) of the definition of "professional investors" in section 1 of Part 1 of Schedule 1 to the Securities and Futures Ordinance.

Turnaround Trading, Pre-Trade Checking, Client Agreement & Risk Disclosure requirements

Focus Area	Key Information	Compliance Reminder
Turnaround Trading 回轉交易 Pre-Trade Checking 前端監控	 Turnaround (day) Trade is NOT allowed Should not sell stock acquired on the same day SEHK: pre-trade checks over the relevant EP's designated CCASS account/SPSA account EPs: pre-trade checks at individual client level to ensure that its client has sufficient securities to cover the sell order quantity before order placement 	 Must put in place adequate and effective systems and controls (e.g. pre-trade checking at client level) to : i. prevent day trading, and ii. ensure sufficient funds (securities) to settle the payment (settlement) obligation whether as principal or as agent iii. ensure accurate inputs of SPSA investor identification number for SPSA orders.
Client Agreement & Risk disclosure requirements 客戶協議及風險 披露	Ensure clients <u>(including but not limited to client</u> <u>which is an affiliate of CCEP/TTEP)</u> acknowledged and are aware of the differences in the restrictions, requirements, conditions and risk associated with Northbound trading of China Connect Securities, as well as the scope of services available to clients.	 Should include in client agreements or other account opening documents sufficient provisions covering Northbound trading of China Connect Securities including the risks involved. State clearly the scopes of services provided to the clients and the corresponding terms and conditions where appropriate.

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