

## 3.5 Depository Services

### 3.5.1 Stock Deposit

Investor Participants can deposit physical share certificates into their stock accounts. Upon successful re-registration, deposited shares can be transferred to Brokers / Custodians<sup>1</sup> via ISIs. Investor Participants can also withdraw physical certificates against their credit stock balances.

#### 3.5.1.1 Share Certificates Acceptable for Deposit

The following types of share certificates are acceptable for deposit into CCASS :

1. Shares registered in the name of the **Investor Participants** with **no endorsement (broker chop)** at the back of the certificates / transfer deeds; or
2. Shares registered in the name of **HKSCC Nominees Limited** with a **pair of endorsements (broker chop)** at the back of the certificates / transfer deeds, Investor Participants should request the Brokers / Custodians to certify on the certificates / transfer deeds that the shares are held on his / her behalf; or
3. Shares registered in the name of **HKSCC Nominees Limited** with **single endorsement (broker chop)** at the back of the certificates / transfer deeds, Investor Participants should request the Brokers / Custodians to certify on the certificates / transfer deeds that the shares are held on his / her behalf; or
4. Shares registered in the name of **HKSCC Nominees Limited** with **no endorsement (broker chop)** at the back of the certificates / transfer deeds, provided that the following conditions are fulfilled :

Example 1: For shares withdrawn from the account of a Brokers / Custodians, the Investor Participant should request the Brokers / Custodians to certify on the certificates / transfer deeds that the shares are held on his / her behalf.

Example 2: For shares withdrawn from an Investor Account, a 'Stock Withdrawal Receipt' must be submitted to certify that the shares have been withdrawn from CCASS by the order of or for the beneficial interest of the same Investor Participant.

#### Important Notes :

- Joint Account holders can only deposit share certificates registered in the name of **all** of the Joint Account holders or in the name HKSCC Nominees Limited subject to the above conditions.

#### 3.5.1.2 Procedure

Investor Participants must submit the share certificates, accompanied by a **duly executed and properly stamped instrument of transfer and completed and signed 'Stock Deposit Forms'** to our Depository Service Counters. Upon successful deposit, copy of the 'Stock Deposit Form' with machine validation will be returned to the Investor Participants for record.

Corporate Investor Participants must also provide a **certified copy of its board resolution** approving the transfer of the relevant eligible securities to HKSCC Nominees Limited.

#### Important Notes :

- Deposit services are available from 09:30 am to 3:45 pm, Monday to Friday, except public holidays.
- Stocks will only be credited to an Investor Participant's stock account and become available balance when the shares have been successfully re-registered in the name of HKSCC Nominees Limited. The registration process usually takes about **12 - 13 business days**.
- Investor Participants can enquire about their available balances after deposit via the Online Enquiry function for stock balance.
- If an Investor Participant wishes to deposit shares into CCASS and participate in corporate actions or activities affecting those shares through CCASS, the shares must be deposited into CCASS latest by 12:00 noon on the last registration day before the relevant book-close date. If the corporate action involves distribution of securities (e.g. benefit entitlement), these securities are not allowed to be transferred via ISI or withdraw from the Investor Participant's stock account until the deposited shares become available balance.

<sup>1</sup> Brokers / Custodians means Brokers or Custodians which are CCASS Participants