

3.6 Online Enquiries and Statements

3.6.2 Statements

HKSCC provides two types of statements to Investor Participants, namely activity statement and monthly statement. Investor Participants can select to receive the activity statement or monthly statement or both statements by mail. There are English and Chinese versions of statement for Investor Participants' selection. Investor Participants who have selected not to receive the statements by mail can enquire the most recent 12 monthly statements and last 31 calendar days' activity statements via the CCASS Internet System

3.6.2.1 Activity Statement

Whenever there is any stock or money transaction movements, activity statement will be generated at day end to record the corresponding transactions and it will be sent to relevant Investor Participants on the following business day.

The statement printing cut-off time is 19:00, Monday to Friday and 15:00 on Saturday. There is no activity statement generated on public holiday. The table below described the statement printing schedule:

Instruction Input Time	Statement printing day
(i) Before 19:00, Monday to Friday (ii) Before 15:00 on Saturday	Instruction input day <i>For ISIs and Subscription Instructions input on Saturday, their activities will be printed on following business day's activity statement if such instructions are successful processed by the system</i>
(i) After 19:00, Monday to Friday (ii) After 15:00 on Saturday (iii) Public Holiday	Following business day <i>For ISIs and Subscription Instructions, their activities will only be printed if such instructions are successful processed by the system</i>

The sections described below will only appear if there are relevant transactions on the statement day.

A. **Stock Movement**

This section records the details of all stock movement resulting from any activities done on the current day. For example : deposit and withdrawal of physical share certificates, ISI activities, and newly allotted shares.

B. **Payment Summary**

This section records the details of all money transactions (except for the CCASS service fees, which will be recorded on monthly statements in the 'Fees for the Month' section). For example : cash dividend, subscription amount and expenses, and tender money and expenses. All balances recorded in Payment Summary section are received from / paid to a third party by CCASS on behalf of Investor Participants (except for dividend collection fee which will be deducted from the cash dividend received by Investor Participants). These balances are debited from / credited to Investor Participants' designated bank accounts on the statement date.

Important Notes :

- All CCASS fees will be accumulated for a month. The total amount will be debited from the Investor Participants' designated bank accounts on a monthly basis.
- Investor Participants can refer to Appendix B for the meaning of abbreviations used in the statements.
- CCASS will not mail activity statement to the Investor Participant who has selected to receive it by mail if there is no record found on activities for the day, and no record on Reminder section for the Investor Account.

3.6 Online Enquiries and Statements

C. *ISI & Nominees Activities Section*

This section mainly records the details of Investor Settlement Instructions (ISI) and nominee related activities of Investor Participants. There are eight sub-sections representing different transactions.

Sub - section	Description
ISI	Details of any pending for settlement, settled and unwinded ISI.
ISI Conversion Activities	Details of any conversion of ISIs due to stock conversion, e.g. consolidation or sub-division of stocks.
Entitlement Distribution	Details of any benefit entitlement received. e.g. dividend.
Subscription	Details of any subscription instruction input or cancelled by the Investor Participant. e.g. accepted a takeover.
Dividend Election	Details of any election instruction input or changed by the Investor Participant. e.g. selected scrip option.
Corporate Voting	Details of any voting instruction input or changed by the Investor Participant. e.g. selected to attend a meeting.
ISI Counterparty List	Details of any ISI counterparty list input or cancelled by the Investor Participant. An updated counterparty list is also printed.
Standing Instruction	Details of any standing instruction submitted to the Customer Service Centre (for input or cancellation) by the Investor Participant.

D. *Repealed*

3.6 Online Enquiries and Statements

E. Tender Activity Section

This section mainly records all tender activities done by the Investor Participant including Tender Instructions input or cancel, preliminary and final allotment results, and refunds. An example is shown below.

-----TENDERING-----

TENDER APPLICATION				
STOCK TENDER INSTR NO INPUT DATE&TIME	PRICE BID (%) SYSTEM REF NO USER	APPL QUANTITY ACTION CHANNEL/BROKER NO	*Note 1 APPLICATION MONIES CCY	*Note 1 DR DATE
4888 EFN 6.21 0108 300000999 23JUL04 10:26:09	100.08 6543210 12345601	1,000 ADD IVR / 1234	HKD	\$100,180.08 24JUL04

TENDER RESULT				
STOCK ALLOTMENT STATUS INSTR NO	CCY PRICE BID (%) FINAL PRICE (%)*Note 4	APPLICATION QTY SUCCESSFUL QTY UNSUCCESSFUL QTY	*Note 2 APPLICATION MONEY *Note 2 REFUND/RECOLLECT AMOUNT REFUND/RECOLLECTION DATE	
4999 EFN 10.0 0002 FNL 300000419	HKD 99.98	1,000 0 1,000	\$100,079.98 \$100,079.98 28JUL04	
UNSUCCESSFUL REASON :		BELOW LAP/OTHERS		

Notes :

1. The Investor Participant should prepare funding for the amount stated in 'APPLICATION MONIES' on 'DR DATE' as HKSCC will cancel the Tender Instructions if the relevant DDI is rejected.
2. 'REFUND/RECOLLECT AMOUNT' will be credited to (for a positive value) or debited from (for a negative value) Investor Participant's designated bank account by DCI or DDI on the stated 'REFUND/RECOLLECTION DATE'.
3. LAP = Lowest Accepted Price which is applicable to competitive tender.
4. Final Price (%) is applicable to non-competitive tender.

3.6 Online Enquiries and Statements

F. Reminder Section

This section reminds Investor Participants about the notification of expired/lapsed/delisted securities, scrip fee collection and deadlines of corporate actions in respect of their shareholdings held in CCASS.

Example of a reminder section:

----- REMINDER -----

STOCK	ANNOUNCEMENT DETAIL	SUBS/ELEC/VOT PERIOD BOOK CLOSE PERIOD		
9999	ABC HOLDINGS			
A00012345	BENEFIT ENTITLEMENT			
	F/D 97 - HKD2.50/SH PAY IN CASH	01AUG98	TO	06AUG98
	WITH SCRIP OPTION (CO DEF CASH)	25JUL98	TO	30JUL98

Term	Description
STOCK	The stock code and name of the specific stock.
ANNOUNCEMENT DETAIL	1. Announcement No. The internal reference number given by CCASS for the specific announcement. Investor Participants can quote this number to our Customer Service Officer if they have any question about the announcement. 2. The type of announcement. 3. Details of the announcement.
SUBS/ELEC/VOT PERIOD	The period allowed for inputting subscription, election or voting instructions.
BOOK CLOSE PERIOD	Book close period in respect of the announcement (if any).

Notes :

1. The subscription deadline printed on Reminder section of Activity Statement is the end date for instruction with DDI payment or without subscription money involved.

3.6 Online enquiries and Statements

3.6.2.2 Monthly Statement

Monthly statements are mailed to Investor Participants who have selected to receive them monthly, listing all stock movements, all CCASS fees for the month and the month end balances in the stock accounts.

A. Fees Summary

This section gives information on the date and the total amount of CCASS fees that will be debited from Investor Participants' designated bank accounts.

B. Stock Balance

This section records the balances of Investor Participants' stock account as at the last day of a month. The custody fee is calculated based on this balance and will be charged in the following month.

C. Stock Movement

This section records all the stock movement activities of the month.

D. Scrip Fee Calculation Section

This section mainly records the calculation of scrip fee and the amount payable for a specific stock.
Example of a Scrip Fee Calculation Section:

-----SCRIP FEE CALCULATION SECTION-----				
STOCK LAST COLL DATE /CODE COLL DATE	COLL DATE BALANCE WTDL QTY (CONV) LAST COLL DATE BAL	SPECIAL DEP QTY ENTITLEMENT QTY CONCESSION QTY	NET INCREASE A/C CLOSING NET BAL NO OF BOARD LOT INC	
9999 ABC HOLDINGS	1,000,000	0	800,000	
11AUG97 B	0	0	0	
06AUG98	200,000	0	800	
		SCRIP FEE :	\$1,200.00	

Term	Description
STOCK	The stock code and name of the specific stock.
LAST COLL DATE	Last scrip fee collection date for the specific stock.
CHARGE CODE : 'B'	Book Close e.g. when the issuer announces a book close period along with a benefit entitlement announcement.
'E'	Event Date of Corporate Action e.g. In-The-Money covered warrants automatically exercised on expiry.

3.6 Online enquiries and Statements

Term	Description
COLL DATE	Current scrip fee collection date for the specific stock.
COLL DATE BALANCE	The balance of the specific stock as at the current collection date.
WTDL QTY (CONV)	The quantity that was used for subscription. e.g. a warrant that was exercised before the book close date.
LAST COLL DATE BAL	The balance of the specific stock as at the last scrip fee collection date.
SPECIAL DEP QTY	The quantity that was deposited from allotment of new shares applied via EIPO or yellow forms and Jumbo Certificate deposit.
ENTITLEMENT QTY	The quantity that was deposited from entitlements and stock conversion. e.g. scrip dividend.
CONCESSION QTY	The quantity that is qualified for fee concession when the Investor Account was opened.
NET INCREASE	Net increase of the balance that is subject to scrip fee. This is calculated as follows: COLL DATE BALANCE + WTDL QTY (CONV) - LAST COLL DATE BAL - SPECIAL DEP QTY - ENTITLEMENT QTY - CONCESSION QTY
A/C CLOSING NET BAL	The balance as at the account closing date.
NO. OF BOARD LOT INC	The net increase of balance expressed in board lot size.

E. Fees for the Month

This section records all CCASS fees incurred in the month.

Important Notes :

- CCASS will not generate any Direct Debit Instruction or Direct Credit Instruction for any amount less than \$10. This amount will be kept in the money ledger until the amount exceeds or equals to \$10 or netting with other payable or receivable amount.
- CCASS will not mail monthly statement to the Investor Participant who has selected to receive it by mail if the monthly statement consists of Fees Summary section only, and there is no record found on Stock Balance, Stock Movement, Fees for the Month and Scrip Fee Calculation sections. However, the Investor Participant can view the monthly statement via CCASS Internet System.

3.6.2.3 Statement Re-print Procedure

Investor Participants may request for re-print of their statements by submitting the original copy of 'Statement Re-print Request Form' to our Customer Service Centre or by mail. The process normally takes 5 working days.

Important Notes :

- The 'Statement Re-print Request Form' can be obtained from our Customer Service Centre. Investor Participants can also receive the forms via fax at CCASS Phone Operations Hotline (2979 7888) or Forms Download in CCASS Internet System.