

Guidance Notes to Applicant for Opening an Individual Investor Account in CCASS

1. Purpose of Investor Account

An Investor Account in Hong Kong Securities Clearing Company Limited (HKSCC) is in effect a depository account for share custody.

Each holder of the Investor Account shall use the account at all times for their own account as an investor in securities and shall not use it for operating any custodian or nominee or investment management business for purposes of commercial gain directly or indirectly arising therefrom.

2. Account Opening Requirements

Applicant for opening an Individual Investor Account must fulfil the following account opening requirements:

- a. be aged 18 or above and hold a Hong Kong Identity Card or a Macau Resident Identity Card
- b. maintain a correspondence address in Hong Kong for receiving communications and statements from HKSCC; or a correspondence address in Macau (for Macau residents with no correspondence address in Hong Kong)
- c. maintain and provide to HKSCC a residential address in Hong Kong or in Macau (for Macau residents) for the purposes of any process or notice that is required to be served by HKSCC
- d. maintain a Hong Kong dollar account opened in the applicant's own name with a Designated Bank in Hong Kong selected from the attached "List of Designated Banks for CCASS Investor Participants" issued by HKSCC to effect CCASS money settlement.

3. Documents Required for Account Opening

Applicant must complete and submit the following documents:

- a. Individual Investor Account Opening Form
- b. Investor Participant Self-Certification Form
- c. Investor Participant Debit Authorisations and Authorisation to Disclose Information Form (for effecting CCASS money settlement)
- d. photocopy of the latest bank statement (or cheque) or relevant page of passbook showing the account name and number of the Hong Kong dollar account as specified in the above debit authorisation form
- e. photocopy of the front and back page of the applicant's Hong Kong Identity Card or Macau Resident Identity Card
- f. photocopy of residential address proof such as government/utility bill, management office invoice, bank statement, statement issued by a brokerage firm licensed by SFC, statement issued by an authorized insurer, mobile phone or pay TV statement showing the applicant's name and residential address which issued within three calendar months from the date of application is submitted.

[Note: HKSCC shall request to see the original for verification of the applicant's identity in accordance with the Client Identity Rule Policy laid down by the Securities and Futures Commission and the Code of Practice on the Identity Card Number and other Personal Identifiers issued by the Privacy Commissioner for Personal Data under the Personal Data (Privacy) Ordinance.]

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4. Where to Submit Account Opening Documents

Completed account opening documents can be submitted in person or by mail to:

HKSCC Customer Service Centre
Address: 1/F, One & Two Exchange Square, 8 Connaught Place, Central, Hong Kong

5. Time Required for Processing your Application

For applications in person, with the exception of the Corporate Investor Account, Investor Accounts will be ready for use with non-money settlement functions usually on the second or third following business day.

Upon receipt of your application, HKSCC will issue your Participant ID, User ID and Initial User Password to you for collection at our Customer Service Centre to let you start using the Investor Account Service (except for money settlement function) on your Account Opening Date as determined and notified by HKSCC (usually the second or third business day following you submit your application).

Meanwhile, HKSCC will send your debit authorisation form to your Designated Bank for setting up the CCASS electronic money settlement arrangement. Although some banks may take longer processing time, it is expected that a bank will normally take about 10 calendar days to complete the arrangement and notify HKSCC. On receiving the bank's notification, HKSCC will inform you by post the effective date on which you can start using our money settlement function.

For applications by mail, it will take two to three weeks to: (i) confirm with the designated bank the electronic money instruction setup; and (ii) complete the account opening process. Applicants will be informed accordingly.

6. Fee Concessions in relation to Stock Transfers

Within the first ten settlement days of your Account Opening Date (as notified by HKSCC in writing), you are entitled to concessions of the Settlement Fee and the Registration and Transfer Fee payable for stock transfers from your broker(s) and/or custodian(s) which are CCASS participants to your Investor Account.

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