

# CCASS Internet System New User Registration Guide



# Catalogue

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# New User System Registration Procedure



# New User System Registration Procedure

1. Open a browser, and enter the website address(<https://ip.ccass.com/>) in the browser address bar
2. Select “New user registration” on the homepage

The screenshot shows the IP website homepage. The browser address bar contains the URL <https://ip.ccass.com/>, which is highlighted with a red box and a circled '1'. The website header features the HKEX logo and the text '香港交易所' (Hong Kong Exchanges and Clearing Limited). Below the header, there are navigation links for '繁體' (Traditional Chinese) and '简体' (Simplified Chinese), and a link to 'HKEX Homepage'. The main content area is titled 'HONG KONG SECURITIES CLEARING COMPANY LIMITED' and 'A wholly owned subsidiary of Hong Kong Exchanges and Clearing Limited'. It features an image of two people working at computers and the text 'INVESTOR ACCOUNT SERVICE OF CCASS'. A red box with a circled '2' and the text 'New user registration' points to the 'New user registration' link under the 'Internet ID Users' section.

1

2 ▶ New user registration

Internet ID Users

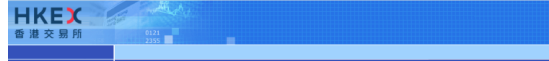
- ▶ New user registration
- ▶ Login
- ▶ Delete Internet User ID

e-Cert Users

- ▶ New user registration
- ▶ Login
- ▶ Revoke e-Cert

# New User System Registration Procedure

## 3. Please refer to the “TERMS OF USE” , If you agree, select “I AGREE”



### CCASS INTERNET SYSTEM TERMS OF USE

#### ("TERMS OF USE")

##### Acknowledgement of the Terms of Use

Once you have logged onto the CCASS Internet System, you will be deemed to have read and accepted the Terms of Use. Hong Kong Securities Clearing Company Limited ("HKSCC") reserves the right, at its sole discretion, to vary these Terms of Use in any way and at any time without prior notice or liability to you and whether or not such variation comes to, or has been drawn to, your attention. By logging onto and/or continuing to use the CCASS Internet System, you specifically accept these Terms of Use. Reference to "these Terms of Use" shall mean the Terms of Use as may from time to time be varied as mentioned above.

##### Proper use of the Internet User ID and Internet User Password

You acknowledge that your registered Internet User ID(s) and Internet User Password(s) are strictly confidential and you shall not disclose them or cause them to be disclosed to any unauthorised third party under any circumstances. You shall take all necessary precautions to maintain the confidentiality of your Internet User ID(s) and Internet User Password(s).

You shall notify HKSCC immediately of any actual or possible unauthorised use of your registered Internet User ID or Internet User Password and shall confirm the same in writing immediately to HKSCC.

##### Right to modify or discontinue the CCASS Internet System

HKSCC reserves the right to modify or discontinue temporarily or permanently, services offered by or through the CCASS Internet System (or any part or feature thereof) at any time without notice.

##### Copyright and Reproduction Notices

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The name and logos on this website are the property of HKSCC and may not be used without HKSCC's consent.

You acknowledge that the web pages of the CCASS Internet System, and the software comprised in it, are proprietary to HKSCC. You warrant and undertake that you shall not, and shall not attempt to, tamper with, modify, decompile, reverse engineer or otherwise alter them in any way, and shall not attempt to gain unauthorized access to any part of the web pages of the CCASS Internet System or any of the software comprised in it. You agree that HKSCC shall be entitled to deny you access to the CCASS Internet System if at any time you breach, or if HKSCC at any time reasonably suspects that you have breached, this warranty and undertaking.

##### Disclaimers

You acknowledge that any use of or reliance upon any part of the CCASS Internet System shall be at your own risk. You further acknowledge that use of the CCASS Internet System is provided on an "AS IS, AS AVAILABLE" basis and without warranty of any kind including, without limitation, warranty with respect to the quality, performance or functionality (including without the limitation, the security features or measures) of the CCASS Internet System or with respect to quality, completeness, accuracy or reliability of the information available through or obtained from the CCASS Internet System. HKSCC excludes, to the full extent permissible by the laws of Hong Kong, all representations and warranties in connection with the content of the CCASS Internet System (whether implied or expressed) and excludes all liability (whether in tort, contract or otherwise) for any claim for any losses or damages of any kind (whether direct or indirect) whatsoever and howsoever arising from the use of or reliance upon the CCASS Internet System or the information available through or obtained from it. You expressly agree to the application of Hong Kong law to govern all matters howsoever arising between yourself and HKSCC.

You acknowledge that due to the unpredictable traffic congestion over the Internet and other reasons that are beyond the control of HKSCC, there may be delays in the transmission and receipt of instructions and other information and that this may result in delays in the execution and processing of instructions. You acknowledge and agree that there are risks of misunderstanding, errors in any communication or omission and that such risks shall be borne absolutely by you.

HKSCC shall not be responsible for delays in transmission, receipt, execution or processing of instructions due to the breakdown or failure of transmission of communication facilities, or any theft, destruction or unauthorized access to, or alteration of, instructions or any damage to your computer resulting from your accessing the CCASS Internet System or to any other cause beyond HKSCC's control.

You acknowledge that we cannot guarantee the security of communications transmitted via the Internet, other network communications facilities or any other electronic means and that consequently data, including e-mail, electronic communications and personal financial data, may be accessed by unauthorized third parties when communicated between you and HKSCC, or third parties, using the Internet, other network communications facilities or any other electronic means.

If, for any reason, the CCASS Internet System or any part of it is not capable of running as planned, including without limitation infection by computer virus, bugs, tampering, unauthorized intervention, fraud, technical failures or any other causes beyond the control of HKSCC, HKSCC reserves the right at its sole discretion to cancel, terminate, modify or suspend the CCASS Internet System or any part of it and excludes all liability for any loss suffered as a result of such cancellation, termination, modification or suspension.

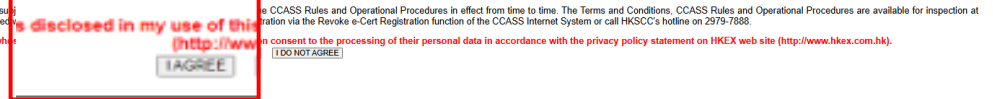
This website does not contain and is not intended to contain an offer or solicitation for the purchase of any securities. The information provided in the web pages of the CCASS Internet System is for information purposes only.

Neither HKSCC or any of its officers or employees has passed on or endorsed any of the ~~companies whose information is provided on the CCASS Internet System~~ or on any website linked to the CCASS Internet System. Advice from a securities professional is strongly advised.

You agree that all instructions received and services effected via the CCASS Internet System are subject to the CCASS Rules and Operational Procedures in effect from time to time. The Terms and Conditions, CCASS Rules and Operational Procedures are available for inspection at HKSCC's offices and for download via the CCASS Internet System. To report loss of e-Cert registered securities, please contact HKSCC's Customer Service Centre at 2979-7888 or via the Revoked e-Cert Registration function of the CCASS Internet System or call HKSCC's hotline on 2979-7888.

By clicking the "I AGREE" button below, I confirm that the information provided on this website is accurate and complete.

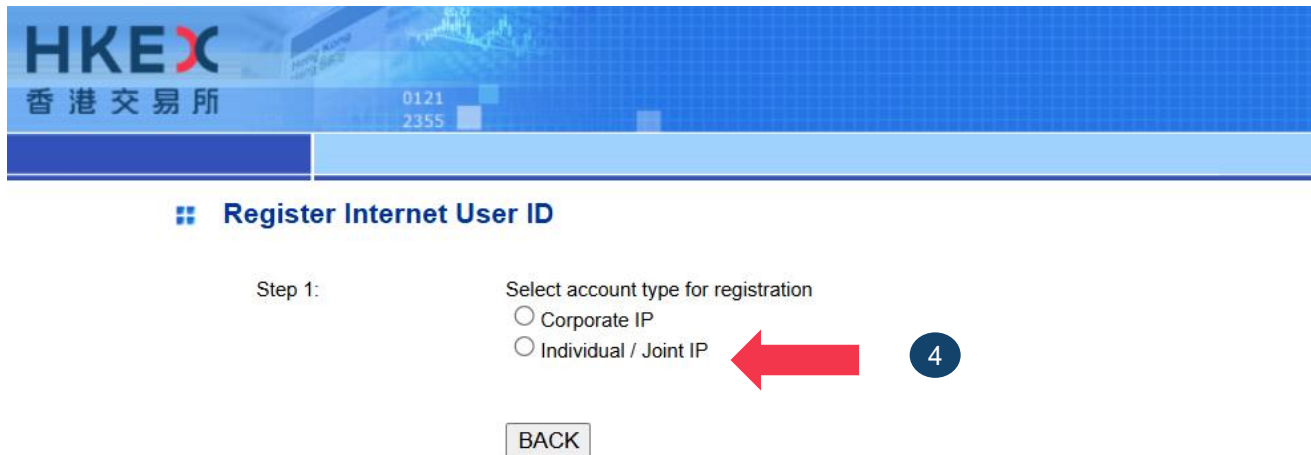
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# New User System Registration Procedure

## 4. Select Account Type for registration :

- If you are the Individual or Joint Investor Participant, please select “Individual/Joint IP”
- If you are the Corporate Investor Participant, please select “Corporate IP”



The screenshot shows the HKEX (Hong Kong Exchange) registration page for an Internet User ID. The header includes the HKEX logo and the text '香港交易所' (Hong Kong Exchange) along with the numbers '0121' and '2355'. Below the header, the page title is 'Register Internet User ID'. The main content area is titled 'Step 1:' and contains the instruction 'Select account type for registration'. There are two radio button options: 'Corporate IP' and 'Individual / Joint IP'. A red arrow points to the 'Individual / Joint IP' option, and a blue circle with the number '4' is positioned to the right of the arrow. A 'BACK' button is located below the options.

HKEX  
香港交易所  
0121  
2355

### Register Internet User ID

Step 1:

Select account type for registration

Corporate IP

Individual / Joint IP

BACK



# New User System Registration Procedure

5. Enter 8 digits number CCASS Primary User ID

6. Enter first 4 letters and/or digits ID card number  
(e.g. AC123456, please enter AC12)

7. Register the internet user ID and password\*

8. Enter verification code

9. Click "SUBMIT"

The screenshot shows the 'Register Internet User ID' form on the HKEX website. The form is divided into several sections:

- Notes:** Contains instructions on associating multiple CCASS Primary User IDs with one Internet User ID, the required length and character set for the Internet User ID (8 characters, A-Z, a-z, 0-9), and the required length and character set for the password (13-15 characters, A-Z, a-z, 0-9). It also provides examples for HKID/Macau Resident ID input.
- CCASS Primary User ID Details:** Includes fields for 'CCASS Primary User ID 1 (Main)', 'Associated CCASS Primary User ID 2', 'Associated CCASS Primary User ID 3', and 'Associated CCASS Primary User ID 4'. A red arrow labeled '5' points to the first field, and another labeled '6' points to the 'HKID/Macau Resident ID' field.
- Register Internet User ID:** Includes fields for 'Internet User ID', 'Internet User Password', and 'Internet User Password (Re-confirm)'. A red arrow labeled '7' points to the 'Internet User ID' field. 'See Note 2' and 'See Note 3' are indicated next to the password fields.
- Verification Code (Case Sensitive):** Includes a 'Verification Code' field with a refresh button and a 'Please input verification code' field. A red arrow labeled '8' points to the input field. A sample code 'CDEq04' is shown in a box above the input field.
- Submission:** A red arrow labeled '9' points to the 'SUBMIT' button, which is accompanied by 'CLEAR' and 'BACK' buttons.

\*Use the way below to setup your user ID and password:



- Internet user ID: must be 8 characters in length, comprising characters (A-Z; a-z)AND / OR digits (0-9)
- Password: must be 13 to 15 characters in length, in combination of characters(A-Z; a-z)AND digits (0-9)

# New User System Registration Procedure

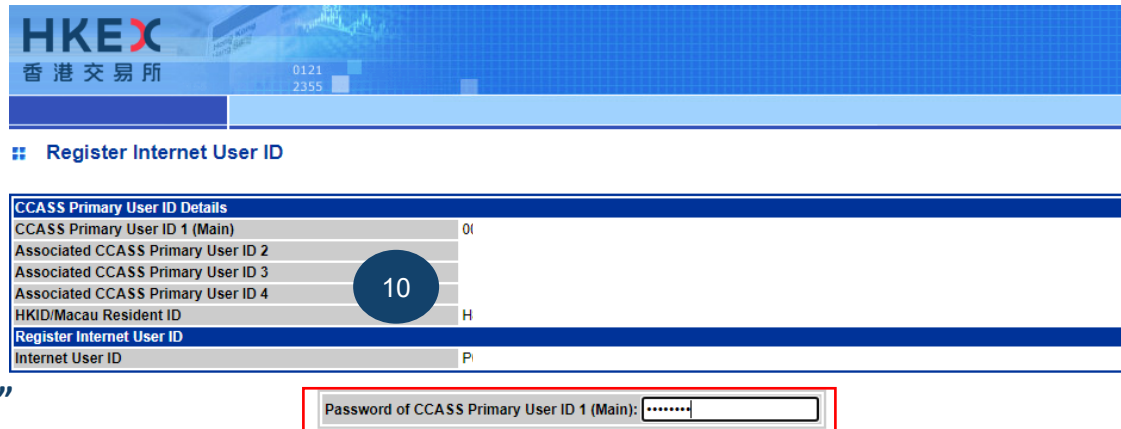
## 10. Verify inputted information.

Including

- CCASS Primary User ID
- HKID
- Internet User ID

## 11. If the information is correct, please enter the password of CCASS primary user ID and click “CONFIRM”

If the information is incorrect, please click “BACK” and correct the related information.



The screenshot shows the HKEX registration interface. At the top, the HKEX logo and '香港交易所' are displayed. Below this, there is a section titled 'Register Internet User ID'. A table displays the following details:

CCASS Primary User ID Details	
CCASS Primary User ID 1 (Main)	01
Associated CCASS Primary User ID 2	
Associated CCASS Primary User ID 3	10
Associated CCASS Primary User ID 4	
HKID/Macau Resident ID	H

Below the table, there is a section titled 'Register Internet User ID' with the following details:

Internet User ID	P1
------------------	----

A red box highlights the 'Password of CCASS Primary User ID 1 (Main):' input field, which contains a masked password (represented by dots).

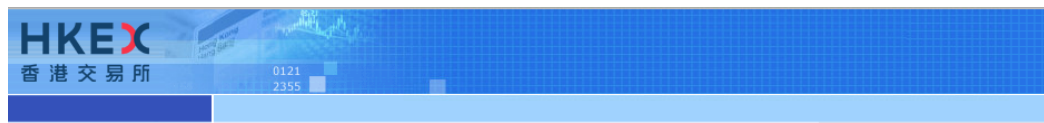
11

CONFIRM BACK



# New User System Registration Procedure

12. After registering successfully, Internet User registration details will be shown



Register Internet User ID

Your Internet User ID has been registered successfully, as follows :

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CCASS Primary User ID Details	
CCASS Primary User ID 1 (Main)	01
Associated CCASS Primary User ID 2	
Associated CCASS Primary User ID 3	
Associated CCASS Primary User ID 4	
HKID/Macau Resident ID	H1
Register Internet User ID	
Internet User ID	P01

#### [Reminders on password](#)

For security, please note the following important points:

1. Do not disclose your password to anyone.
2. Do not write down or record the password without disguising it.
3. Investor Participants are required to change their passwords every 90 days.
4. If you receive any email containing an embedded link, and requesting for your personal details, do not input any sensitive information that might provide access to your accounts.
5. If you have any query, please contact Hotline on 2979-7888.

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CONTINUE



# First-time System Log-in Procedure



# First-time System Log-in Procedure

1. Open a browser, and enter the website address (<https://ip.ccass.com/>) in the browser address bar
2. Select “Login” on the homepage

The screenshot shows a web browser with the address bar containing <https://ip.ccass.com/>. The page header features the HKEX logo and the text '香港交易所' (Hong Kong Exchanges and Clearing Limited). Below the header, there are navigation tabs for '繁體' (Traditional Chinese) and '简体' (Simplified Chinese), and a link to 'HKEX Homepage'. The main content area is titled 'HONG KONG SECURITIES CLEARING COMPANY LIMITED' and 'INVESTOR ACCOUNT SERVICE OF CCASS'. It includes a navigation menu with the following items:

- Internet ID Users
  - New user registration
  - Login
  - Delete Internet User ID
- e-Cert Users
  - New user registration
  - Login
  - Revoke e-Cert

A red box highlights the 'Login' link in the navigation menu, and a callout box with the number '2' points to it.

# First-time System Log-in Procedure

## 3. Enter Internet user ID and password

### General Reminder:

Internet user ID: 8 characters in length

Internet user password: 13 to 15 characters in length, in combination of characters(A-Z; a-z)AND digits (0-9)

## 4. Then click “ENTER”



HONG KONG SECURITIES CLEARING COMPANY LIMITED  
*A wholly owned subsidiary of Hong Kong Exchanges and Clearing Limited*

3

Unauthorised access and use are prohibited, HKEX reserves the right to take actions against offenders.

For cybersecurity reasons, HKSCC recommends that you change your password periodically. Users must change their passwords at least every 90 days and the new password cannot be the same as any of the previous 5 passwords. The system will prompt you to update it at login when password is expired.

• New user registration

Internet User ID

Internet User Password

ENTER

4

• Delete Internet User ID

• Login Tips

By clicking the 'ENTER' button above, I confirm that the individual(s) whose personal data is disclosed in my use of this application consent to the processing of their personal data in accordance with the privacy policy statement on HKEX web site (<http://www.hkex.com.hk>).

In order to provide better service to our customers, we perform system upgrade and maintenance regularly (please refer to timetable below).

During the scheduled period, CCASS Internet services will not be available. For other temporary service suspension (if any), please check with the Broadcast Messages via Notice Board after successfully logon. Should there be any inconvenience caused, please accept our sincere apologies.

Scheduled Day	Expected Downtime
Mondays to Saturdays & Public Holidays	05:00 to 06:00
Sundays	00:00 to 07:00



# First-time System Log-in Procedure

The system re-directs to a new page  
“Change CCASS Primary Password”

**Must** follow the below procedure to change  
the current CCASS primary password

5. Enter current 8 digits number primary password (obtained after opening participant account)
6. Enter **new** CCASS primary password and double-check to re-confirm
7. Enter verification code (case sensitive)  
Click “Refresh” to update verification code and input the code
8. Then click “CHANGE”

**HKEX**  
香港交易所

0121  
2355

### Change CCASS Primary Password

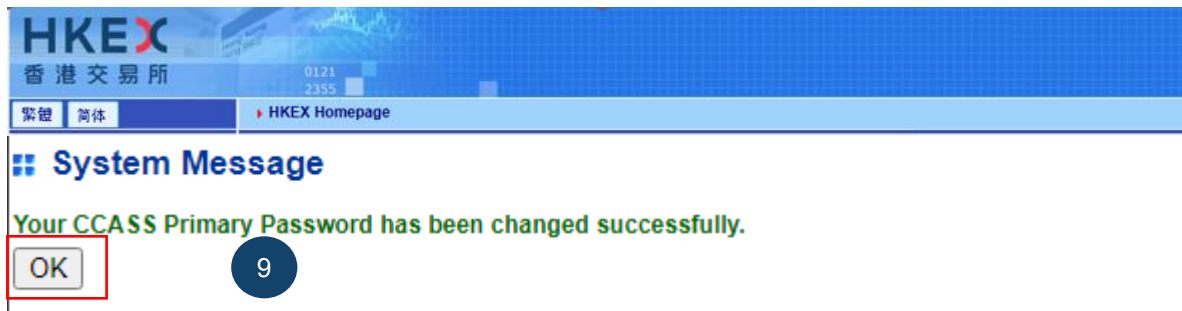
Note: Password must be 8-digits (0-9) in length.  
New password cannot be the same as any of last 12 passwords.  
This password is used to link your CCASS Primary User Account to your Internet User Account.

CCASS Primary User ID	00106501
Current CCASS Primary Password	<input type="password"/>
New CCASS Primary Password	<input type="password"/>
New CCASS Primary Password (Re-confirm)	<input type="password"/>
Verification Code (Case Sensitive)	<input type="text" value="CKEEH8"/>
	<input type="button" value="Refresh"/>
Please input verification code (Case Sensitive)	<input type="text"/>



# First-time System Log-in Procedure

9. Click “OK” after changing successfully



# First-time System Log-in Procedure

## 10. System re-directs to the Internet system homepage

**HKEX**  
香港交易所

0121  
2355

HKEX Homepage ▶ EIPO Prospectus ▶ My Account CCASS Primary User ID: 00022401 ▶ Open

繁體 简体

Your last logon was on 22 Dec 2024 at 16:34:59

Click [My Account](#) to access transaction(s) related to your account

### Broadcast Messages

Please select a subject for details

Date	Reference Number	Subject	Number of new message(s): 0
2024-09-19	BD20240919	BD20240919	
2024-08-16	00001	Pen test case 01 for Broadcast message	

In order to provide better service to our customers, we perform system upgrade and maintenance regularly (please refer to timetable below).

During the scheduled period, IP Internet services will not be available. Should there be any inconvenience caused, please accept our sincere apologies.

Scheduled Day	Expected Downtime
Mondays to Saturdays & Public Holidays	05:00 to 06:00
Sundays	00:00 to 07:00

- ▶ Notice Board
- ▶ Investor Settlement Instruction (ISI)
- ▶ ISI Counterparty List Maintenance
- ▶ Subscription
- ▶ Dividend Election
- ▶ Voting
- ▶ EIPO / EIPO Confirmation
- ▶ Tender
- ▶ Stock Withdrawal Form
- ▶ Enquiry
- ▶ IP Statement
- ▶ Investor Account Maintenance
- ▶ Forms Download
- ▶ Internet User ID Maintenance
- ▶ CCASS Primary User ID Maintenance
- ▶ Contact Us
- ▶ Rules & Procedures
- ▶ Terms of Use
- ▶ Logout

