

MAIN BOARD LISTED COMPANIES'
ANNUAL REPORTS/INTERIM REPORTS

GEM LISTED COMPANIES'
ANNUAL REPORTS/QUARTERLY
REPORTS

User Guide

July 2010





User Guide – Listed Companies' Annual Reports / Interim Reports

Updating history

<u>No.</u>	<u>Issue Date</u>	<u>Details</u>
1.	July 2010	First Issue



Using Listed Companies' Annual Reports / Interim Reports

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1. Overview

This user guide is applicable to the issues from 2009 onwards. For earlier issues, please refer to the user guide for issues of 1990 to 2006, 2007 and 2008.

Listed Companies' Annual Reports / Interim Reports is one group of the electronic data products published on DVD by Hong Kong Exchanges and Clearing Ltd. It includes 2 data products as follows,

- i. Main Board Listed Companies' Annual Reports / Interim Reports
- ii. GEM Listed Companies' Annual Reports / Quarterly Reports

The above two data products, published on separate DVD sets, cover the annual / interim / quarterly reports published by the companies listed on the Main Board or GEM Board of the Stock Exchange of Hong Kong respectively.

Each set of DVD contains annual / interim / quarterly reports issued for reporting periods ending in the respective calendar year. The documents are stored in PDF format.

With the simple built-in search engine provided in each disk, documents can be retrieved quickly by stock name, stock code, release date and/or headline categories.

2. Features of the issue

Listed Companies' Annual Reports / Interim Reports is issued on a yearly basis. The earliest documents covered by this information product were published in 1990.

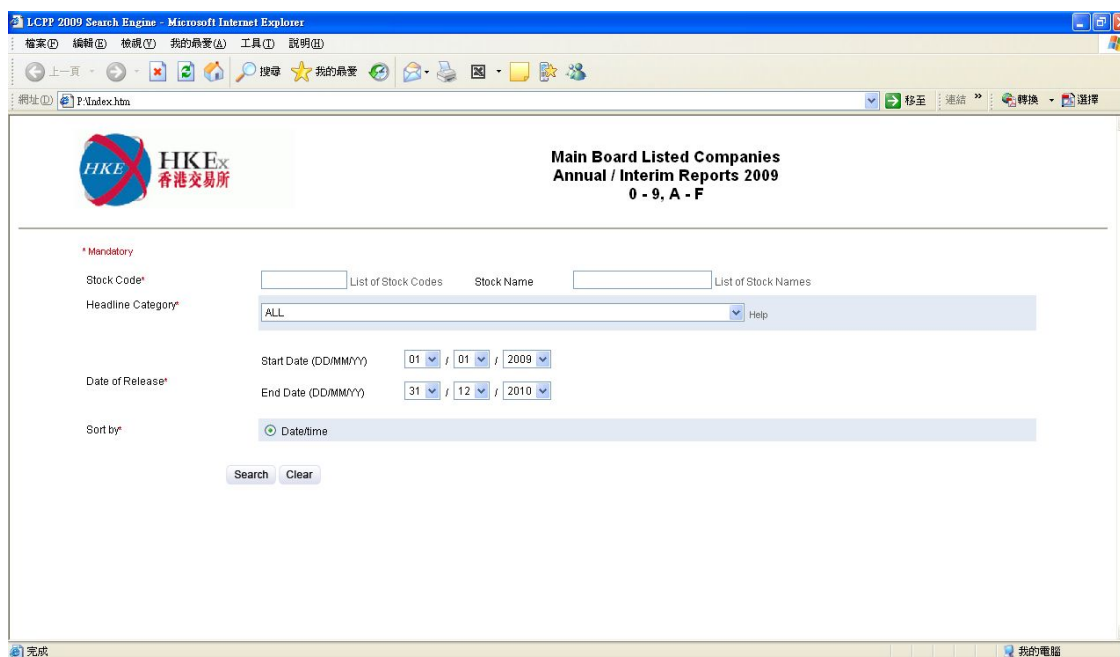
Features of the issue include:

- 1) List of Stock Codes and List of Stock Names are provided to facilitate selection by stock for searching documents on the DVD. In addition to entering the stock code / stock name for searching, user can select the stock from the List of Stock Codes / List of Stock Names for searching.
- 2) The search function allows users to retrieve documents by Release Date range.
- 3) The search function enables users to locate the target documents by Headline Categories as specified by the issuers in the submission of the document. Similar to the search function available on the HKExnews website, it is a three-level search with the highest level being the first-tier Headline Category and then optionally the group heading of the second-tier Headline Category and finally the second-tier Headline Category.
- 4) On search result list, the documents titles are shown in their original language for user reference.
- 5) A name change list is available in the first disk to provide the old names and the new names of those listed stocks with short name change in the year. (See sample in Appendix A)

3. Using search form to retrieve documents

3.1 Start of DVD

A search form will be automatically started when a DVD is inserted into the DVD ROM.



Tips

If the auto-run function on the DVD ROM is disabled, the search form can be started manually by open the file "Index.htm" in root of the DVD Rom, e.g. E:\Index.htm.

Please also see Appendix B

3.2 Search documents

The documents can be retrieved by Stock Name or Stock Code, then by Release Date and/or Headline Categories for selected Stock.

Search by Stock Code

If the stock is located by Stock Code, user can simply enter the stock code or select the stock from the List of Stock Codes.

Search by Company Name

To locate a stock by Stock Name, user can enter the stock name or select the target stock from the List of Stock Names.

Tips

The stock name of a particular document provided in the DVD is the name of the stock at the time the document was published. If the stock short name was changed during the year, user will need use the stock short name as at the release date of the target document for the search. A file (name: LCPP - Name change list.pdf), which provides the list of stock short name change for the year, is included in the first disk of the DVD set for reference.

Search by Release Date

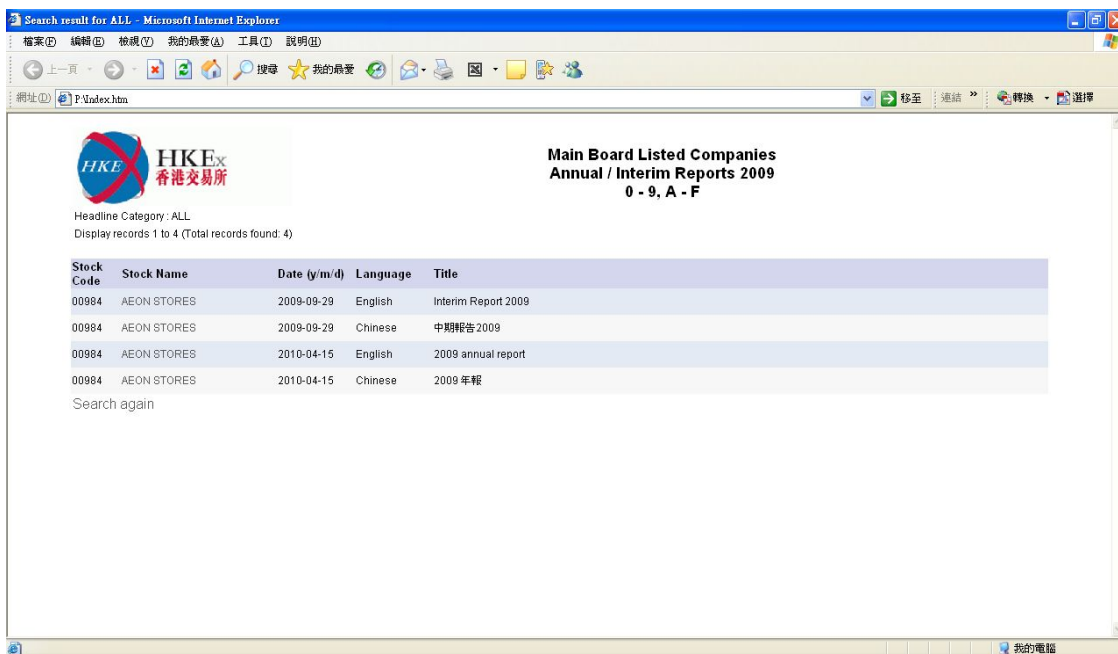
With the selected stock, user can further narrow down the search by Release Date range by simply specifying the date range and clicking the "Search" button.

Search by Headline Category

With the selected stock, user can further narrow down the search by Headline Categories by simply choosing the categories from the pull down list and clicking the "Search" button. To search by headline category, only the first-tier should be selected. The next two levels are optional.

3.3 Open document

To open the document for viewing, user can simply click on the hyperlink of the stock name of the document. Then, the file in PDF will be opened for viewing.



Note

The search result page displays 500 records per page. If more than 500 records are found, user can use "Previous" and "Next" button on the search result page to page backward and forward to locate the target report.

3.4 Start a new search

Simply click on the "Start a new search" button on the search result page to return to the search form

APPENDIX A

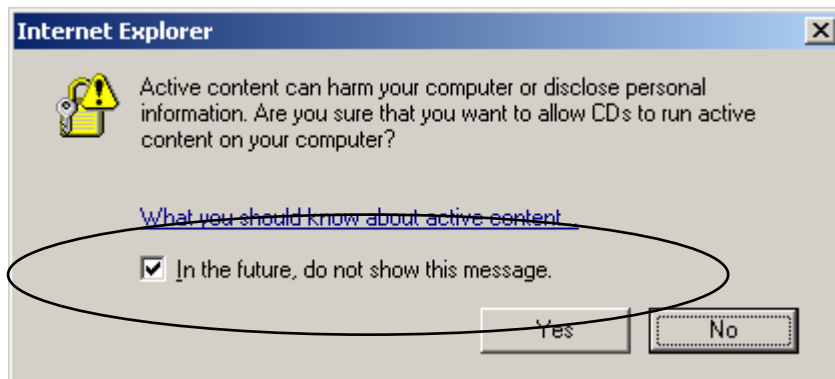
Sample - Name change list

Stock Code	Company Name	Previous Name	Exchange Adoption Date
00036	Far East Holdings International Ltd.	Far East Technology International Ltd.	2007/03/14
00070	Neptune Group Ltd.	Massive Resources International Corporation Ltd.	2007/07/17
00082	VODone Ltd.	Yanion International Holdings Ltd.	2007/03/28
00139	GR Vietnam Holdings Ltd.	139 Holdings Ltd.	2007/12/14
00182	China WindPower Group Ltd.	Hong Kong Pharmaceutical Holdings Ltd.	2007/09/14
00185	Xpress Group Ltd.	China Credit Holdings Ltd.	2007/06/13
00199	ITC Properties Group Ltd.	Macau Prime Properties Holdings Ltd.	2007/10/15
00204	Temujin International Investments Ltd.	Everest International Investments Ltd.	2007/11/08
00228	China Energy Development Holdings Ltd.	Hon Po Group (Lobster King) Ltd.	2007/01/03
00230	Minmetals Land Ltd.	ONFEM Holdings Ltd.	2007/06/21
00269	China Timber Resources Group Ltd.	Seapower Resources International Ltd.	2007/06/11
00276	Mongolia Energy Corporation Ltd.	New World CyberBase Ltd.	2007/05/18
00300	Shenji Group Kunming Machine Tool Co. Ltd. - H Shares	Jiaoda Kunji High-Tech Co. Ltd. - H Shares	2007/10/26
00305	Dragon Hill Holdings Ltd.	Magnum International Holdings Ltd.	2007/02/12
00305	Dragon Hill Wuling Automobile Holdings Ltd.	Dragon Hill Holdings Ltd.	2007/09/25
00340	China Mining Resources Group Ltd.	INNOMAXX Biotechnology Group Ltd.	2007/02/14

APPENDIX B

Settings in Internet Explorer

If the following message is displayed when the search form is started, it can be disabled by simply checking the box of "In the future, do not show this message".



If the display of the message persists, you may try to update the Internet Options in Internet Explorer via "Tool" => "Internet Options" => "Advance", then check "Allow active content from CDs to run on My Computer" and "Allow active content to run in files on My Computer".

