

**MAIN BOARD LISTED COMPANIES'  
CORPORATE DOCUMENTS**  
(Excluding Interim and Annual Reports)

**GEM LISTED COMPANIES'  
CORPORATE DOCUMENTS**  
(Excluding Quarterly and Annual Reports)

**User Guide**

**March 2010**





*User Guide – Listed Companies' Corporate Documents (Excluding Interim & Annual Reports)*

## **Updating history**

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



## Using Listed Companies' Corporate Documents (Excluding Interim & Annual Reports)

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<https://www.hkex.com.hk/eng/ods/English/asp/index.asp>.

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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' Corporate Documents (Excluding Interim & Annual Reports) is one of the electronic data products published on DVD by Hong Kong Exchanges and Clearing Ltd. It includes 2 products as follows,

- i. Main Board Listed Companies' Corporate Documents (Excluding Interim & Annual Reports)
- ii. GEM Listed Companies' Corporate Documents (Excluding Quarterly & Annual Reports)

Listed Companies' Corporate Documents (Excluding Interim & Annual Reports) covers the corporate announcements and documents published by the companies listed on the Main Board or GEM Board of the Stock Exchange of Hong Kong. Corporate documents include prospectuses; shareholder circulars; proposals for corporate action (e.g. takeover, reorganisation, disposal of assets, stock consolidation); and notices of notifiable transactions etc.

Each set of DVD contains announcements and corporate documents issued in the respective calendar year. The files are stored in the original format as submitted by the issuer, which can be PDF, Ms Word, Ms Excel or HTM.

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' Corporate Documents (Excluding Interim & Annual Reports) is issued on a yearly basis. The earliest documents covered by this information product were published in 1990.

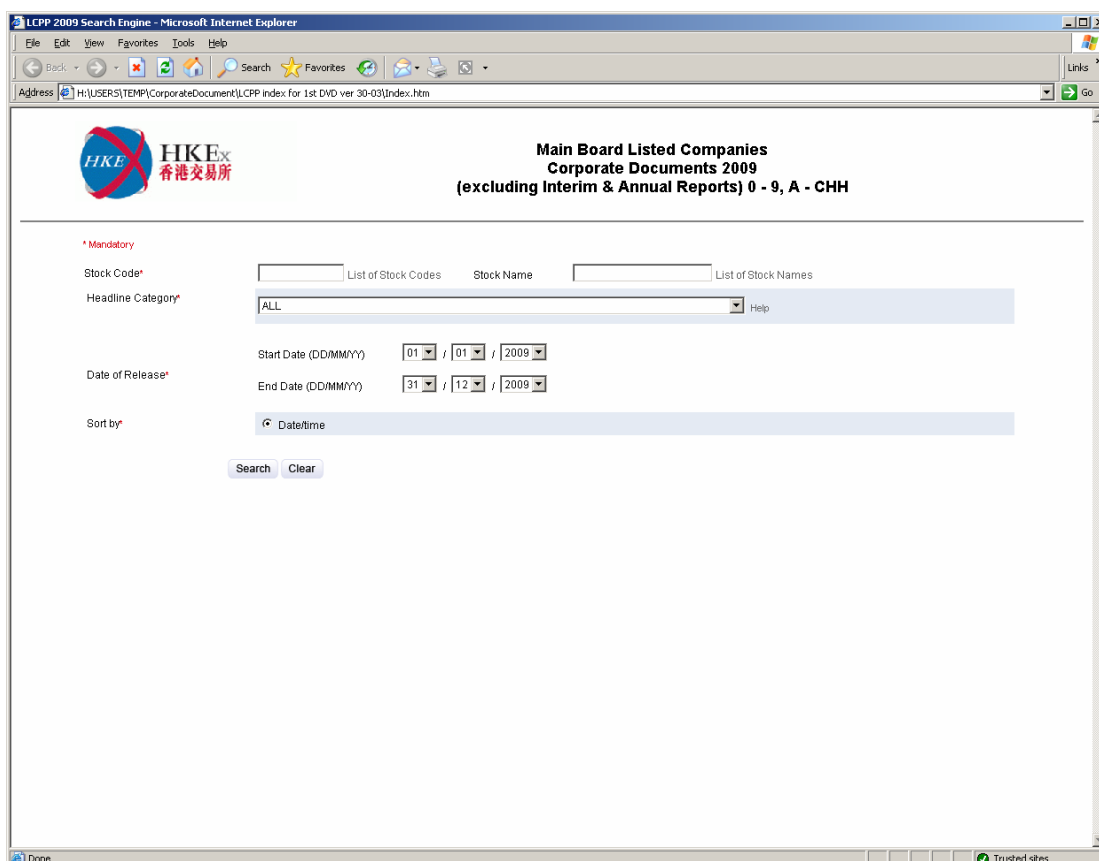
Features of the issue include:

- 1) List of Stock Codes and List of Stock Names are provided to facilitate selection by stock for searching announcements / 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 announcements / documents by Release Date range.
- 3) The search function enables users to locate the target announcements / documents by Headline Categories as specified by the issuers in the submission of the announcement / 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 announcements / documents title 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 document**

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.

Search result for ALL - Microsoft Internet Explorer

Address: H:\USERS\TEMP\CorporateDocument\LCP index for 1st DVD ver 30-03\Index.htm

**Main Board Listed Companies  
Corporate Documents 2009  
(excluding Interim & Annual Reports) 0 - 9, A - CHH**

Headline Category: ALL  
Display records 1 to 60 (Total records found: 60)

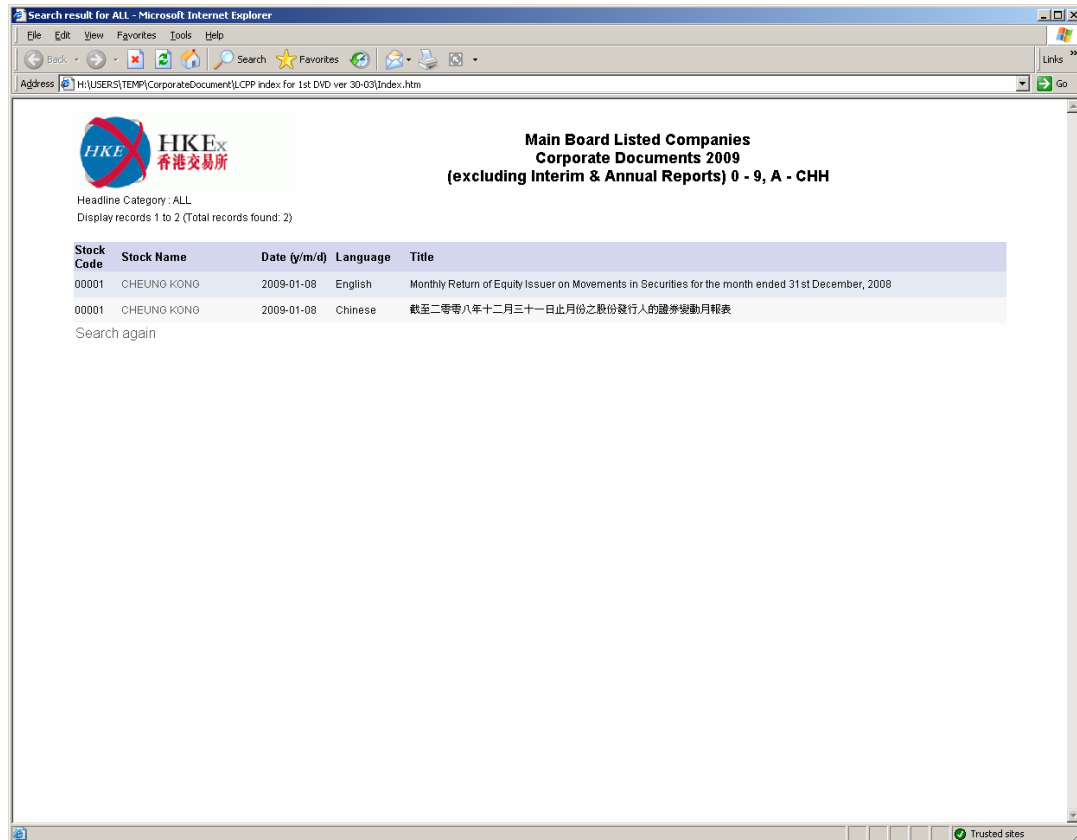
Stock Code	Stock Name	Date (y/m/d)	Language	Title
00001	CHEUNG KONG	2009-01-08	English	Monthly Return of Equity Issuer on Movements in Securities for the month ended 31st December, 2008
00001	CHEUNG KONG	2009-01-08	Chinese	截至二零零八年十二月三十一日止月份之股份發行人的證券變動月報表
00001	CHEUNG KONG	2009-02-04	English	Monthly Return of Equity Issuer on Movements in Securities for the month ended 31st January, 2009
00001	CHEUNG KONG	2009-02-04	Chinese	截至二零零九年一月三十一日止月份之股份發行人的證券變動月報表
00001	CHEUNG KONG	2009-02-18	English	Date of Board Meeting
00001	CHEUNG KONG	2009-02-18	Chinese	董事會召開日期
00001	CHEUNG KONG	2009-03-03	English	Monthly Return of Equity Issuer on Movements in Securities for the month ended 28th February, 2009
00001	CHEUNG KONG	2009-03-03	Chinese	截至二零零九年二月二十八日止月份之股份發行人的證券變動月報表
00001	CHEUNG KONG	2009-03-26	English	ANNUAL RESULTS FOR 2008
00001	CHEUNG KONG	2009-03-26	Chinese	二零零八年年度全年業績
00001	CHEUNG KONG	2009-04-02	English	Monthly Return of Equity Issuer on Movements in Securities for the month ended 31st March, 2009
00001	CHEUNG KONG	2009-04-02	Chinese	截至二零零九年三月三十一日止月份之股份發行人的證券變動月報表
00001	CHEUNG KONG	2009-04-09	English	NOTICE OF ANNUAL GENERAL MEETING
00001	CHEUNG KONG	2009-04-09	Chinese	股東週年大會通告
00001	CHEUNG KONG	2009-04-09	English	PROPOSED ELECTION OF DIRECTORS AT THE ANNUAL GENERAL MEETING, PROPOSED GENERAL MANDATES TO ISSUE NEW SHARES AND REPURCHASE SHARES AND NOTICE OF ANNUAL GENERAL MEETING
00001	CHEUNG KONG	2009-04-09	Chinese	建議於股東週年大會上選舉董事、建議授權董事會發行新股及購回本公司股份及股東週年大會通告
00001	CHEUNG KONG	2009-04-09	English	LETTER TO EXISTING SHAREHOLDERS - ELECTION OF LANGUAGE AND/OR MEANS OF RECEIPT OF CORPORATE COMMUNICATIONS
00001	CHEUNG KONG	2009-04-09	English	LETTER TO NEW SHAREHOLDERS - INSTRUCTIONS IN RELATION TO FUTURE CORPORATE COMMUNICATIONS
00001	CHEUNG KONG	2009-04-09	English	REPLY SLIP
00001	CHEUNG KONG	2009-04-09	English	NOTIFICATION OF PUBLICATION OF ANNUAL REPORT 2008 ON WEBSITE
00001	CHEUNG KONG	2009-04-09	Chinese	致現有股東之函件 - 選擇收取公司通訊之語言版本及接收方式
00001	CHEUNG KONG	2009-04-09	Chinese	致新股東之函件 - 關於日後收取公司通訊的指示

#### 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 announcement / document.

### 3.4 Start a new search

Simply click on the "Search again" button on the search result page to return to the search form.



## APPENDIX A

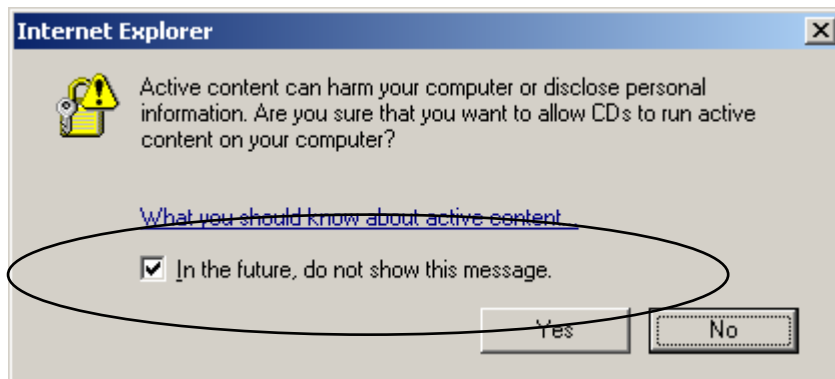
### Sample - Name change list

Stock Code	Stock Short Name - English	Previous Stock Short Name - English	Exchange Adoption Date
00009	CHINA MANDARIN	MANDARIN ENT	2010/05/15
00021	WAYTUNG GLOBAL	BEAUFORTE INV	2010/11/17
00055	NEWAY GROUP	CHUNG TAI PRINT	2010/09/14
00111	CINDA INTL HLDG	HANTEC INV HOLD	2010/02/04
00123	YUEXIU PROPERTY	GUANGZHOU INV	2010/12/22
00164	CHINA GAMMA	PREMIUM LAND	2010/11/18
00166	NEWTIMES ENERGY	NEW TIMES GROUP	2010/07/09
00232	AVIC INT'L	CATIC INT'L	2010/07/17
00288	COSWAY CORP	BERJAYA HOLD	2010/12/18
00313	RICHLI FIELD	DICKSON GROUP	2010/06/18
00346	SINOUNIONENERGY	SINOUNION PETRO	2010/11/03
00351	ASIA ENERGY LOG	CS CONSERVAT P	2010/10/14
00395	SINO DRAGON	CHINA ZIRCONIUM	2010/11/18
00399	UNITED GENE GP	FE PHARMA TECH	2010/04/02
00433	NORTH MINING	SUN MAN TAI	2010/06/02
00462	NATURAL DAIRY	CH JIN HUI MIN	2010/12/08
00487	SUCCESSUNIVERSE	MACAU SUCCESS	2010/06/29
00530	GOLDIN FIN HOLD	FORTUNA INT'L	2010/06/25
00555	REXLOT HOLDINGS	REX FINANCIAL H	2010/03/09
00566	APOLLO SOLAR EN	RBI HOLDINGS	2010/12/22
00570	WINTeam PHARMA	WING SHAN INT'L	2010/09/16
00651	CHI O SHIPBLDG	WONSON INT'L	2010/12/30
00661	CDAYENONFER	CH N RES DEV	2010/08/21
00666	SHK HK IND	YU MING INV	2010/07/13
00678	GENTING HK	STAR CRUISES	2010/11/30
00723	BRIGHT PROSPER	MAGNESIUM RCC	2010/01/23
00766	SINO PROSPER SG	SINO PROSPER	2010/12/28

## 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".

