

Synapse User & Designated Service Provider Application / Change of Details Form

Synapse-Form A01

To: Synapse Operations Team Hong Kong Securities Clearing Company Limited ("HKSCC") 30/F, One Exchange Square, 8 Connaught Place, Central, Hong Kong

Email: Synapse\_Support@hkex.com.hk Hotline: (852) 2840-3048

## **NOTES**

- 1. Please read carefully all the information provided in this form and the <u>Guidelines for Synapse New Application</u> before completion.
- 2. Unless the context otherwise requires, capitalized terms used in this form shall have the meanings as ascribed to them in the Synapse Terms and Conditions (as defined in Part VII).
- 3. This form shall be used for applying to register your company for the following types of Synapse Users and Synapse designated service providers ("DSP") or to provide change of details after onboarding onto Synapse.

Synapse Users:

- 1. "AM" means Asset Manager
- 2. "GC" means Global Custodian
- 3. "LC" means Local Custodian
- 4. "EP" means Exchange Participant
- 5. "CP" means Clearing Participant

Synapse DSPs:

- 6. "AMOO" means Asset Manager's Middle Office Outsourcing Operator
- 7. "EPOO" means Exchange Participant's Middle Office Outsourcing Operator
- 8. "AO" means Clearing Participant's Account Operator
- 4. If the same applicant is applying for more than one user type and / or DSP type as referred to in Part I, please tick the appropriate boxes to select the applicable user type and / or DSP type and fill in the required information using the same form.
- 5. After completing this form, please remember to sign and date it in Part VII (in the case of Synapse Users) or Part VIII (in the case of Synapse DSPs).
- 6. Please follow the table below on which parts of this form are to be completed by each type of applicant. Where an applicant applying to be a Synapse User has appointed another entity to be its DSP, such applicant and its appointed entity are each required to submit a separate form to HKSCC respectively to complete the onboarding process.

Action	User Types / DSP	Part I	Part II	Part III	Part IV	Part V	Part VI	Part VII	Part VIII
	Types								
New	AM, GC, LC, EP, CP	$\checkmark$	$\checkmark$	$\checkmark$				$\checkmark$	
application	AM / EP / CP who will appoint AMOO / EPOO / AO	$\checkmark$	$\checkmark$	$\checkmark$	$\checkmark$			$\checkmark$	
	AMOO / EPOO / AO	$\checkmark$	$\checkmark$	$\checkmark$		$\checkmark$			$\checkmark$
Changing	AM, GC, LC, EP, CP	$\checkmark$		√*	√*		√*#	$\checkmark$	
details	AMOO / EPOO / AO	$\checkmark$		$\checkmark$ *		$\checkmark$ *	$\checkmark$ *		$\checkmark$

\* Fill in only if there are changes related to that part

<sup>#</sup> For an AM or EP who wishes to make subsequent changes to the entity which will initiate instructions into Synapse,

please contact HKSCC for more information before filling in and submitting Part VI of this Form.

- 7. For new applications, the applicant shall complete and submit this form together with (i) a certified true copy of the applicant's business registration (or its equivalent), (ii) a certified true copy of the applicant's certificate of incorporation (or its equivalent) or, where applicable, satisfactory documentary proof of re-domiciliation, (iii) a board resolution of the applicant to authorize its signatories to sign this form and other forms related to the operation of Synapse together with the specimen signatures of such authorised signatories.
- 8. Please submit the completed form by email to Synapse\_Support@hkex.com.hk, followed by post to Synapse Operations Team, Hong Kong Securities Clearing Company Limited at 30/F, One Exchange Square, 8 Connaught Place, Central, Hong Kong and indicate "Synapse Form" on the envelope, within one month of the email, failing which HKSCC shall, at its absolute discretion, deactivate your company's and its Authorised Users' access to Synapse.
- 9. In general, HKSCC will take 10 business days to process a new application and 7 business days to process change of details of existing Synapse Users / DSPs, except where the application involves connectivity via ISO or API which may take a longer processing time. HKSCC will notify the new applicants or existing Synapse Users / DSPs via email upon completion of the process for new registration or change of details.

## Part I – USER TYPES / DSP TYPES

(a) Please select your usage of this form and indicate the proposed effective date (where applicable):

New Applicant

Existing Synapse User changing details, proposed effective date:

Existing Synapse DSP changing details, proposed effective date:

(b) Please select all applicable user types / DSP types ☑ and fill in the corresponding ID / code:

List	List of Synapse User Types / DSP Types						
	1	Asset Manager	Existing Master SPSA ID (if applicable):				
	2	Global Custodian	n/a				
	3	Local Custodian	Existing HKSCC Participant ID:				
	4	Exchange Participant	Existing SEHK Participant ID:				
	5	Clearing Participant	Existing HKSCC Participant ID:				
	6	Asset Manager's Middle Office Outsourcing Operator	n/a				
	7	Exchange Participant's Middle Office Outsourcing Operator	n/a				
	8	Clearing Participant's Account Operator	n/a				

# Part II – APPLICANT (NEW APPLICATION)

Company Name	in English		
	in Chinese		
Office Address			
Place of Incorporation		Domicile*	
Legal Entity Identifier (LEI) (If applicable)			
Entity initiating instructions into Synapse	□ The AM / EP** will initiate in	structions into Synapse; or	
(Applicable to AM and EP only)	The AM / EP** will appoint t its behalf	he agent(s) specified below t	o initiate instructions into Synapse on
	Name of the agent(s):		
For HKSCC's reference	SPSA ID(s):		
only: SPSA ID(s)*** of the			
fund(s) in relation to which			
AM plans to provide instructions when using			
Synapse (Applicable to			
AM only)			
57			
Business Contact Person	Name:	Posi	tion:
Tel. No. of		Email Address of	
Business Contact Person		Business Contact Person	
Technical Contact Person	Name:	Posi	tion:
Tel. No. of		Email Address of	
Technical Contact Person		Technical Contact Person	

\* Please fill in only if your company has undergone corporate re-domiciliation to another country different from the place of incorporation

\*\* Please cross out whichever is inapplicable \*\*\* SPSA ID, as defined in the General Rules of CCASS, in relation to a Special Segregated Account (SPSA) designated pursuant to Rule 4104A of the General Rules of CCASS

## Part III – TECHNICAL SETUP DETAIL

#### (a) Delegated Administrator ("DA") Setup

An applicant shall appoint at least 2 DAs to act respectively as a maker (who will be responsible for creating and maintaining users' profile) and a checker (who will be responsible for approving any user's profile created or changed by a maker) to maintain applicant's user profile. An applicant may, at a maximum, appoint 4 individuals to act simultaneously as makers and checkers. Under exceptional circumstances, HKSCC may, at its discretion, allow an applicant to appoint more than 4 individuals to act as DAs.

<b>DA Application</b>	/ Maintenance						
Request	User Type(s) /	Surname	First Name	Corporate Email Address <sup>3</sup>	Telephone Number <sup>₄</sup>	Role⁵	DA <sup>6</sup>
Type <sup>1</sup>	DSP Type(s) <sup>2</sup>						
🗌 Add	□1 □4 □7					Μ	
Change	□2 □5 □8					□ c	
Delete	□3 □6					В	
Add	□1 □4 □7					М	
Change	□2 □5 □8					□ c	
Delete	□3 □6					В	
Add	□1 □4 □7					М	
Change	□2 □5 □8					□с	
Delete	□3 □6					В	
Add	□1 □4 □7					Μ	
Change	□2 □5 □8					□ c	
Delete	□3 □6					В	
Add	□1 □4 □7					М	
Change	□2 □5 □8					□ c	
Delete	□3 □6					В	

Remarks:

<sup>1</sup> Please select request type:

'Add' – add an individual to act as a DA 'Change' – change the DA's profile

- 'Delete' delete the DA
- <sup>2</sup> Please choose from the list of User Types / DSP Types per Part I of this form.
- <sup>3</sup> Please ensure the email address is entered correctly as the email address will become a Synapse login username, and service notifications will be sent to this email address. For security reasons, please only corporate email addresses are permitted.
- <sup>4</sup> Please note that the telephone number is required as authentication for password reset.
- <sup>5</sup> Please select role :
- 'M' Maker
- 'C' Checker
- 'B' both maker and checker

Please note that an individual who acts as both maker and checker cannot approve actions initiated by himself / herself. If only 2 individuals are appointed to act as DAs, please ensure that they are both makers and checkers (B); or at least one maker (M) and one checker (C).

<sup>6</sup> Please tick the box if the individual is an existing DA.

#### (b) Connectivity Detail

- 1. It is mandatory for your company to apply Business Identifier Code (BIC11) via SWIFT in order to participate in Synapse. Please provide the unique BIC11 for each User Type / DSP Type applied for, e.g. 2 separate BIC11 are required if your company is acting as both Local Custodian and Clearing Participant in Synapse.
- 2. HKSCC will further provide technical specification and may request additional information from the applicant in order to complete the connectivity setup for ISO / API, via the technical contact provided by the applicant.
- 3. Please select the connectivity channel(s) for the user type(s) and / or DSP type(s) applied for. Note that only one connectivity option can be chosen for each user type / DSP type (i.e. only tick one of the boxes in the "Connectivity" column for each user type / DSP type).

#### Please indicate your action:

 $\hfill\square$  New application

Existing Synapse User changing details - please indicate the connectivity channel(s) to be updated and cross out whichever is inapplicable:

□ Add / Remove ISO Messaging over SWIFTNet

□ Add / Remove API over SDNet

□ Change BIC11 / DN

User Type(s) / DSP Type(s)	Connectivity	Company Identifier			
1 Asset Manager		Business Identifier Code:	Distinguished Name (optional):		
	GUI + ISO Messaging over SWIFTNet				
2 Global Custodian	GUI only	Business Identifier Code:	Distinguished Name (optional):		
	GUI + ISO Messaging over SWIFTNet				
	GUI + API over SDNet				
3 Local Custodian	GUI only	Business Identifier Code:	Distinguished Name (optional):		
	GUI + ISO Messaging over SWIFTNet				
	GUI + API over SDNet				
4 Exchange Participant	GUI only	Business Identifier Code:	Distinguished Name (optional):		
☐5 Clearing Participant	GUI only	Business Identifier Code:	Distinguished Name (optional):		
	GUI + ISO Messaging over SWIFTNet				
	GUI + API over SDNet				
6 Asset Manager's Middle	GUI only	Business Identifier Code:	Distinguished Name (optional):		
Office Outsourcing Operator	GUI + ISO Messaging over SWIFTNet				
☐7 Exchange Participant's	GUI only	Business Identifier Code:	Distinguished Name (optional):		
Middle Office Outsourcing Operator					
8 Clearing Participant's	GUI only	Business Identifier Code:	Distinguished Name (optional):		
Account Operator	GUI + ISO Messaging over SWIFTNet				
	GUI + API over SDNet				

# Part IV – DSP'S DETAILS (APPOINTMENT / REMOVAL)

Please indicate your action:

□ New Appointment of DSP

 $\hfill\square$  Removal of DSP by existing Synapse User

We	hereby	(please	cross	out	whichever (DS	is P's comp	inapplicable) any name in Englis	appoint h) as our:	/	remove
Asse	t Manager's M	1iddle Office C	outsourcing (	Operator		Email A	: Person: ddress: one Number:			
Exch	ange Particip	ant's Middle C	office Outsou	urcing Opera	tor 🗆	Email A	: Person: ddress: one Number:			
Clear	ring Participar	nt's Account O	perator			Email A	: Person: ddress: one Number:			

### Part V - LIST OF AM / EP / CP SERVED BY THE DSP

#### Notes:

- 1. DSPs are required to fill in this part to provide the details of AM / EP / CP served by them. If HKSCC receives notice from the AM / EP / CP about the termination of outsourcing relationship with its DSP through Part IV of this form in the future, such DSP will not be able to access Synapse if there is no other outsourcing relationship maintained between such DSP and any other AM / EP / CP.
- 2. If any DSP wishes to terminate the provision of outsourcing service to its AM / EP / CP, such DSP is required to request its AM / EP / CP to notify HKSCC about the removal of DSP through Part IV of this form. Upon receiving notification from the AM / EP / CP, HKSCC will disable the outsourcing relationship between the AM / EP / CP and its DSP in Synapse. Synapse access will be removed for such DSP if there is no other outsourcing relationship maintained between such DSP and any other AM / EP / CP.
- 1) Name of Designated Service Provider:
- 2) Type of Designated Service Provider:

Asset Manager's Middle Office Outsourcing Operator	
Exchange Participant's Middle Office Outsourcing Operator	
Clearing Participant's Account Operator	

3) Details of AM / EP / CP served by the Designated Service Provider\*:

Synapse User Type(s)	Company Name of the AM / EP / CP
□ AM	
🗆 EP	
□ CP	
□ AM	
□ EP	
□ CP	
□ AM	
□ EP	
□ CP	
□ AM	
🗆 EP	
□ CP	
□ AM	
□ EP	

\* Please only provide the newly added Synapse User(s) for subsequent updates

### Part VI – CHANGE OF DETAILS OF EXISTING SYNAPSE USERS / DSP

1) Company Name in English (please fill in original company name if you are requesting to update the company name in this section):

### 2) Please select the details to be updated if applicable and information provided below will replace those on previous record(s):

Company Name	in English			
	in Chinese			
Office Address				
Domicile*				
Legal Entity Identifier (LEI)				
Entity initiating instructions into Synapse (Applicable to AM and EP only)	<ul> <li>The AM / EP** will initiate instructions into Synapse; or</li> <li>The AM / EP** will appoint / add / remove** below agent(s) to initiate instructions into Synapse on its behalf</li> <li>Name of the agent(s):</li> </ul>			
Business Contact Person	Name:	Position:		
Tel. No. of		Email Address of		
Business Contact Person		Business Contact Person		
Technical Contact Person	Name:	Position:		
Tel. No. of		Email Address of		
Technical Contact Person		Technical Contact Person		

\* It is only applicable to company which has undergone corporate re-domiciliation, and if so, please submit satisfactory

documentary proof of re-domiciliation to HKSCC together with this form.

\*\* Please cross out whichever is inapplicable

### Part VII – DECLARATION BY SYNAPSE USER APPLICANT

To: Hong Kong Securities Clearing Company Limited Hong Kong Exchanges and Clearing Limited

We,

Company Name of Synapse Applicant / Existing Synapse User

- understand that Synapse will be provided subject to certain terms and conditions as published at <u>Synapse Term & Conditions</u>, which may be changed and supplemented from time to time ("Synapse Terms and Conditions");
- 2. undertake to review the Synapse Terms and Conditions and agree that our use of Synapse shall be regarded as our acceptance of, and agreement to be bound by, the Synapse Terms and Conditions;
- 3. confirm that the information provided in this form is accurate, correct and free from errors;
- 4. understand and agree that the personal data submitted for the purpose of processing applications for access to and use of Synapse will be processed in accordance with the Privacy Notice (as updated from time to time) made available on the HKEX website at https://www.hkex.com.hk/Global/Exchange/Privacy-Notice?sc\_lang=en, which is also deemed to apply to any physical submission of this form, additional information, and supporting documentation, and that failure to provide sufficient personal data may result in HKSCC being unable to process this application;
- 5. confirm (by ticking where applicable) if any of the proposed individuals of the Synapse Applicant / Existing Synapse User as listed below are in Mainland China:
  - □ Business Contact Person
  - Technical Contact Person
  - Delegated Administrator
  - □ AMOO Contact Person
  - EPOO Contact Person
  - □ AO Contact Person
  - □ Authorised Signatory
- 6. **specifically acknowledge** that through the submission of this form and any additional information and supporting documentation, confirm the separate consent (by ticking below) of the individual(s) identified in paragraph 5 above, to the necessary processing of the personal data for the application including:

□ consent to the provision of personal data to relevant recipients outside of the jurisdiction; and

□ consent to the provision of personal data to relevant recipients within the jurisdiction.

(1) Asset Manager:				
Authorized Signature(s) (with company signing instruction)	chop, ONLY applicable if it forms part of your	Name of Signatory(ies)	Date	-
(2) Global Custodian:				

Authorized Signature(s) (with company chop, ONLY applicable if it forms part of your signing instruction)

Name of Signatory(ies) Date

(3) Local Custodian:

Authorized Signature(s) (with company chop, ONLY applicable if it forms part of your	
signing instruction)	

Name of Signatory(ies) Date

Date

(4) Exchange Participant:

Authorized Signature(s) (with company chop, ONLY applicable if it forms part of your	Name of
signing instruction)	Signatory(ies)

(5) Clearing Participant:	

For Office Use Only						
Prepared / Checked by	Reviewed by	Updated by				
Date	Date	Date				
Date	Date	Date				
-		Prepared / Checked by Reviewed by				

#### Part VIII – DECLARATION BY SYNAPSE DESIGNATED SERVICE PROVIDER APPLICANT

#### To: Hong Kong Securities Clearing Company Limited Hong Kong Exchanges and Clearing Limited

We,

#### Company Name of the Synapse DSP Applicant / Existing Synapse DSP

- 1. represent, warrant and undertake on this day and on each date that we (or our Authorised Users) access and / or use Synapse that:
  - (i) we are duly incorporated or established and validly existing and in good standing under the laws of our jurisdiction of incorporation or establishment;
  - (ii) our registration for use of Synapse and the acceptance and performance of our functions and roles on Synapse has been duly authorised with all necessary corporate or third party approvals obtained and do not violate our constitutive documents or any law, regulation or other agreement binding on us;
  - (iii) the terms in this form constitute a legally binding and enforceable contract;
  - (iv) we have full power, authorisation and authority (including from the authorising Synapse User) to execute, deliver and perform our obligations under, and provide Submissions or cause Submissions to be provided to or through Synapse, including by way of provision of confirmation or acceptance on Synapse, which at the respective stages of an information or instruction transmission process shall, to the extent applicable, constitute agreement by such Synapse User to proceed with the instruction and be irrevocably bound by such instruction;
  - (v) the use of Synapse by us and any information provided by us in relation to our registration for the use of Synapse will not subject HKSCC or Relevant Parties to the laws or regulations of any place outside of Hong Kong;
  - (vi) all information provided by us in relation to our registration for the use of Synapse (including information contained in this form and other onboarding materials and information regarding place of incorporation and domicile) and any subsequent information or Submission which may be provided for the maintenance of our status as a Synapse designated service provider from time to time, is and shall be true, complete and accurate. We shall inform HKSCC promptly if any previous information submitted or Submissions made regarding account registration and maintenance become incomplete, inaccurate, or not up to date for any reason and shall provide relevant supporting documents at the request of HKSCC;
  - (vii) all information provided by us in relation to our registration for the use of Synapse will not infringe any third party's copyrights,
     patents, trademarks, trade secrets or other intellectual property rights;
  - (viii) all Submissions will be provided to or through Synapse in a virus-free electronic format according to applicable regulatory requirements or such timing and procedures specified by HKSCC or in any other manner as may be determined by HKSCC. In addition, we will use our best efforts to ensure that any system or means that we use to access Synapse is free from all viruses, trojan horses, worms, logic bombs or other software routine or hardware components designed to permit unauthorised access, to disable, erase or otherwise harm software, hardware, or data or to perform any such actions;
  - (ix) for the purposes of our participation on Synapse, making any Submissions and performing any of our obligations including acting on information received from Synapse, we have and will maintain the requisite licenses, qualifications, and approvals in Hong Kong and / or, as applicable, our home jurisdictions;
  - (x) there are no actions, suits, proceedings, or regulatory investigations pending or threatened against us or any of our affiliates that might adversely affect our ability to meet and carry out our functions on Synapse;
  - (xi) no Insolvency Event has occurred;
  - (xii) we have complied with all applicable laws and regulations in connection with our use of Synapse including, without limitation,
     Data Protection Legislation and all rules, regulations, procedures, and directions of HKSCC and Relevant Parties as may be
     prescribed and notified to it from time to time.; and
  - (xiii) we shall, where applicable, be responsible for:

- a. subscribing for relevant services that interface with Synapse;
- b. arranging relevant system setup or system enhancements for the purpose of using different interfaces or systems in connection with Synapse;
- c. establishing relevant arrangements or agreements with any other Synapse Users relating to the transmission and receipt of information through Synapse;
- having in place contingency measures to ensure the timely settlement of trades in CCASS in case there is any unavailability, disruption, suspension, or delay in the operation of Synapse, which HKSCC and Relevant Parties disclaim all liability for in accordance with Clause 11 of the Synapse Terms and Conditions;
- e. checking and confirming if any instructions transmitted to CCASS through Synapse have been effected or cancelled and making arrangements to re-enter or amend any such instructions if necessary, through CCASS or by any other means, generally and, in particular, during or immediately after any Typhoon Signal No. 8 or above is hoisted and lowered, any Black Rainstorm Warning is issued and cancelled, or any extreme conditions are announced and cancelled by any government authority of Hong Kong, any system interruptions or failure or any other extraordinary situations; and
- (xiv) we have obtained valid written consent from each data subject regarding the collection, storage, use, disclosure, and transfer of Personal Data in relation to such use for the Specified Purposes and in accordance with the requirements of Data Privacy Legislation. To the maximum extent permissible under Data Privacy Legislation, we undertake to ensure that the consent shall enable HKSCC and the Relevant Parties to continue to store, use, disclose and transfer Personal Data for the Specified Purposes if there is a withdrawal of the data subject's consent;
- 2. understand and agree that the personal data submitted for the purpose of processing applications for access to and use of Synapse will be processed in accordance with the Privacy Notice (as updated from time to time) made available on the HKEX website at https://www.hkex.com.hk/Global/Exchange/Privacy-Notice?sc\_lang=en, which is also deemed to apply to any physical submission of this form, additional information, and supporting documentation, and that failure to provide sufficient personal data may result in HKSCC being unable to process this application;
- 3. confirm (by ticking where applicable) if any of the proposed individuals of the Synapse DSP Applicant / Existing Synapse DSP as listed

below are in Mainland China:

- Business Contact Person
- Technical Contact Person
- Authorised Signatory
- 4. specifically acknowledge that through the submission of this form and any additional information and supporting documentation, confirm the separate consent (by ticking below) of the individual(s) identified in paragraph 3 above, to the necessary processing of the personal data for the application including:

□ consent to the provision of personal data to relevant recipients outside of the jurisdiction; and

□ consent to the provision of personal data to relevant recipients within the jurisdiction.

(6) Asset Manager's Middle Office Outsourcing Operator:

Authorized Signature(s) (with company chop, ONLY applicable if it forms part of your signing instruction)

Name of Signatory(ies) Date

(7) Exchange Participant's Middle Office Outsourcing Operator:

Authorized Signature(s) (with company chop, ONLY applicable if it forms part of your
signing instruction)

Name of Signatory(ies) Date

(8) Clearing Participant's Account Operator:

Authorized Signature(s) (with company chop, ONLY applicable if it forms part of your	Name of	Date
signing instruction)	Signatory(ies)	

For Office Use Only					
Prepared / Checked by	Reviewed by	Updated by			
Date	Date	Date			
Date	Date	Date			
		Prepared / Checked by Reviewed by			