



**HKE**

香港交易所

## The Stock Exchange of Hong Kong Ltd.

*(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)*

Our Ref: LD103144/02

6 February 2002

To: All listed issuers

Attention: Authorised Representatives

Dear Sirs

### Reduction in printing requirements and related matters

We refer to our announcement of 5 February 2002 in relation to the above which was published in Wen Wei Po, Hong Kong Economic Times and South China Morning Post on 6 February 2002. The announcement is also available for viewing on the website of Hong Kong Exchanges and Clearing Limited ("HKEx") at <http://www.hkex.com.hk> and the website of the Growth Enterprise Market ("GEM") at <http://www.hkgem.com>.

As announced, the Rules Governing the Listing of Securities on The Stock Exchange of Hong Kong Limited and the Rules Governing the Listing of Securities on the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited (together, the "Listing Rules") are being amended with effect from 15 February 2002 with the aim of reducing the volume of printed documents generated by issuers as a result of compliance with the rules.

The amendments are principally as follows:

- subject to certain conditions being met and with the holders' prior approval, issuers may send or otherwise make available corporate communications to holders of securities using electronic means and in either English or Chinese only;
- the number of copies in printed form of certain documents to be delivered to the Exchange has been reduced to 25;
- while all listing documents published by a new applicant must be in printed form, a new applicant may, to the extent permitted under applicable laws and regulations and its own constitutional documents, make additional copies available to the public in electronic format on CD ROM. In addition, a Main Board new applicant may, and a GEM new applicant which has its own website must, make additional copies available to the public in electronic format through publication of the listing document on its own website;

.../2

香港交易及結算所有限公司

**Hong Kong Exchanges and Clearing Limited**

香港中環港景街一號國際金融中心一期12樓 12/F, One International Finance Centre, 1 Harbour View Street, Central, Hong Kong  
電話 Tel: (852) 2522 1122 傳真 Fax: (852) 2295 3106 網址 Website: [www.hkex.com.hk](http://www.hkex.com.hk) 電郵 E-mail: [info@hkex.com.hk](mailto:info@hkex.com.hk)

**The Stock Exchange of Hong Kong Ltd.**

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- in the case of GEM, documents published on an issuer's website must remain there for at least 5 years and, in the case of the Main Board, a corporate communication of a listed issuer or a listing document of a new applicant made available on the website of the listed issuer or new applicant must remain there for at least 5 years;
- the publication requirements for issuers of debt securities have been brought into line with those for equity issuers; and
- Main Board and GEM issuers are to submit to the Exchange within a certain time frame a soft copy of all listing-related corporate communications for publication on HKEx's website or the GEM website (as the case may be).

For details of the changes, you are referred to the announcement itself. However, we wish to draw your attention in particular to the last-mentioned requirement that Main Board and GEM issuers must submit to the Exchange within a certain time frame a soft copy of all listing-related corporate communications for publication on HKEx's website or the GEM website (as the case may be). For your reference, we enclose a table summarising the submission deadlines and soft copy formats for the various documents which are to be submitted to us for publication on the HKEx website or GEM website. You will note that the 9.00 p.m. deadline for announcements is in line with the enhanced dissemination practice set out in our letter to listed issuers dated 21 January 2002.

e-Submission is the preferred method of submission except for lengthy documents. If you have yet to open an e-Submission account with us, please do so as soon as possible. If you have already opened an e-Submission account, please make full use of the system when submitting documents to us. Any soft copy submitted to us other than by e-Submission must be accompanied by a written confirmation in the form enclosed.

You must ensure that the soft copy of any document submitted to us for publication on the HKEx website or GEM website is exactly the same as the corresponding version cleared by us and/or sent and/or published by you (as the case may be).

Your adherence to all the relevant requirements is essential to maintain the efficiency and uphold the integrity of the market. Your co-operation in this regard will be greatly appreciated.

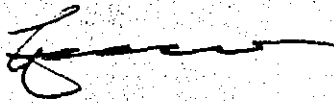
We appreciate that you often engage professional advisers in dealing with us in these matters. Accordingly, we have circulated this letter to investment bankers, lawyers and accountants so that they will also be aware of the above matters.

**The Stock Exchange of Hong Kong Ltd.**  
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If you have any queries, please contact the Listing Division executives responsible for your company.

Yours faithfully  
For and on behalf of  
The Stock Exchange of Hong Kong Limited



Karen Lee  
Executive Vice President  
Listing, Regulation and Risk Management

KL/KW/GeT/cc

Encl.

c.c. The Managing Director of investment bankers  
The Managing Partner of legal advisers  
The Managing Partner of accounting firms

## Submission Procedure

Document	Deadline for submission of ready-to-publish soft copy	Acceptable soft copy formats				
		e-Submission template	PDF	MS Word	MS Excel	Text
<b>Results:</b>						
Short form preliminary results announcements (i.e. the results announcement which is released on Teletext as well as the HKEx website or GEM website)	immediately after board approval and in any event no later than 9.00 p.m. on that day, being a business day, (in practice between 12:30 p.m. and 1:30 p.m. (Main Board)/1:00 p.m. (GEM) or after 4.00 p.m.)	✓ (note 1)			✓ (note 1)	
All other preliminary results announcements	as above		✓	✓		
Financial information required by paragraph 45(5) of Appendix 16 of the Main Board Listing Rules (relating to annual results) to be submitted if the listed issuer has chosen initially to publish only a summarised preliminary results announcement for the financial year in the newspapers	no later than 9:00 p.m. on a business day that is not more than 21 days after the board approval, subject to this being not more than 4 months after the issuer's financial year end		✓		✓ (note 2)	
Financial information required by paragraph 45(8) of Appendix 16 of the Main Board Listing Rules (relating to interim results) to be submitted if the listed issuer has chosen initially to publish only a summarised preliminary interim results announcement in the newspapers	no later than 9:00 p.m. on a business day that is not more than 21 days after the board approval, subject to this being not more than 3 months after the end of the issuer's interim period		✓		✓ (note 2)	

Document	Deadline for submission of ready-to-publish soft copy	Acceptable soft copy formats				
		e-Submission template	PDF	MS Word	MS Excel	Text
Financial information required by GEM Listing Rule 18.50C (relating to annual results) to be submitted if the listed issuer has chosen initially to publish only a summarised preliminary results announcement for the financial year on the GEM website	no later than 9:00 p.m. on a business day that is not more than 3 months after the issuer's financial year end		✓		✓ (note 2)	
All other unvetted announcements	no later than 9:00 p.m. on any business day, if it is to be published on the HKEx website or GEM website before the commencement of trading on the following business day		✓	✓		
Vetted announcements (including formal notices, allotment results and (GEM) placing results)	as above		✓	✓		✓ (note 3)
Share buyback reports	as above	✓	✓			
Company information sheets (GEM issuers only)	as above		✓			
Corporate communications required to be sent by a listed issuer under the Listing Rules to shareholders (including circulars, listing documents and application forms, annual reports, interim reports (Main Board), quarterly and half-year reports (GEM) and notices of annual and extraordinary/special general meetings)	no later than 9:00 p.m. on the business day immediately preceding the day on which it is sent by the listed issuer to shareholders		✓			
IPO prospectuses and application forms	no later than 9:00 a.m. on the business day immediately preceding its date of registration under the Companies Ordinance		✓			✓ (note 2)

*Notes:*

1. *Main Board issuers should preferably complete and submit the e-Submission template for short form preliminary results announcements available online on the e-Submission system. If this is not possible, a faxed copy of the standard form will continue to be accepted for the time being. GEM issuers should download the MS Excel template from the e-Submission system or the GEM website for completion offline and submit this by one of the methods specified in note 4 below.*
2. *This file (which is required in addition to the PDF file) should contain only the index page. It is to facilitate the creation of an html file with hyperlinks to the contents of the document.*
3. *This file (which is required in addition to the PDF or MS Word file) is for release on the AMS/3 terminal.*

4. *Documents may be submitted:*

- (a) by e-Submission;*
- (b) by uploading onto the GEM website (for GEM issuers only); or*
- (c) on a diskette or CD ROM.*

*Methods (a) and (b) are currently subject to a maximum upload time of 30 minutes. Lengthy documents should therefore be submitted on a CD ROM.*

5. *Where a particular document falls under more than one category, the issuer must comply with the earliest applicable submission deadline and all applicable requirements as to the soft copy format.*

*The above deals only with the submission by issuers of soft copies to the Exchange. It is not intended to replace requirements in the Listing Rules as to the submission by issuers of hard copies to the Exchange.*

7. *The prescribed technical specifications for the various soft copy formats remain unchanged. Please refer to Appendices B to E to the "e-Submission System User Manual for Publication Related Matters", which is available for download from the e-Submission system. They are also enclosed for reference. Please note that the specifications set out in the Appendices apply equally to both Main Board and GEM issuers.*

# Appendix B - Specification for files containing announcements (both vetted and unvetted) to be published on HKEx's website (applicable to Main Board listed issuers)

## Overview

1. This appendix specifies the format and the software to be used in the preparation of files containing announcements to be submitted for publication on HKEx's website. Issuers or their authorised representatives should ensure that the files are produced in accordance with these specifications.

## Word processing tools

2. The document **MUST** be prepared in Microsoft® Word97 for Windows.

3. Font size

Please use the "Times New Roman" font and adhere to the following guidelines:

<u>Usage</u>	<u>Font Size</u>	<u>MS Word Style</u>
Title	18 + Bold + Centered	Title
Section Name	16 + Bold + All in Capital letters	Heading 1
Level 1 Sub-Section Name	16 + Bold	Heading 2
Level 2 Sub-Section Name	14 + Bold	Heading 3
Level 3 Sub-Section Name	12 + Bold + Indent 0.5"/1.25cm	Heading 4
Body Text	12	Normal
Header	14	Header
Footer	10	Footer

Note: Do not use any font size lower than 10.

4. Paper size: Please use A4 paper.

5. Document layout

(a) The orientation of the documents should be set as "Portrait" (except for forms, tables and charts, in which case, both "Portrait" and "Landscape" orientation are acceptable).

(b) Each section and sub-sections should be numbered properly and logically. Each section should start on a new page.

Generally, only 2 levels of sub-sections should be used. 3<sup>rd</sup> level sub-sections should only be used when it is absolutely necessary.

6. Page layout

(a) The page layout should be set as follows:

## Margin Length

Left	1.00 inch / 2.50 cm
Right	0.75 inch / 2.00 cm
Top	1.00 inch / 2.50 cm
Bottom	0.75 inch / 2.00 cm
Header	0.50 inch / 1.25 cm from edges
Footer	0.50 inch / 1.25 cm from edges

(b) The title of the document and date should appear at the foot of each page of the document (using the "Footer" function).

(c) Each page of the documents must be numbered. The "Footer" function may be used and the page number typed in in the "Footer" area of the page. Either "n" or "page n" should be typed, where n is the page number, and this should be "centered".

### 7. Line spacing

- (a) Single-spacing should be used within paragraphs
- (b) Double-spacing should be used between paragraphs

### 8. Tab control

Tab spacing should be set at a length of 0.5 inch / 1.25 cm.

### 9. Indentation

- (a) All section/sub-section numbers should start at the leftmost position
- (b) All paragraphs should be left and right justified.

### 10. Diagrams and charts

Diagrams and Charts created by other application software, e.g. Microsoft Excel or Microsoft Power-point, should be embedded into the Word document so as to form one single document. Do **NOT** prepare the diagrams or charts in separate documents.

### 11. Tables and Columns

Information presented in tables or columns format should be prepared using the Tables function of the Microsoft Word. Do not use individual keys such as Tab or Indent keys for this purpose.



## 12. Other Requirements

- Documents must be self-contained, i.e. no external reference to other documents or hyperlinks.
- No embedded audio or video.
- No graphics or images except for Company logos.
- Free of computer virus or other items of a destructive nature.

# Appendix C - Specification for files containing preliminary results announcement to be published on HKEx's website (applicable to Main Board listed issuers)

## Overview

This document specifies the formats and the software to be used for preparation of the files containing preliminary results announcements to be published on HKEx's website. Issuers or their authorised representatives should ensure that the files are produced in accordance with these specifications.

## Document formatting

### 1. Font size

Please use the "Times New Roman" font and adhere to the following guidelines:

Usage	Font Size	MS Word Style
Title	18 + Bold + Centered	Title
Section Name	13 + Bold + All in Capital letters	Heading 1
Level 1 Sub-Section Name	12 + Bold	Heading 2
Level 2 Sub-Section Name	12 + Bold	Heading 3
Level 3 Sub-Section Name	12 + Bold + Indent 0.5"/1.25cm	Heading 4
Body Text	13	Normal
Header	12	Header
Footer	12	Footer

Note: Do not use any font size lower than 12.

### 2. Paper size

Please use A4 paper.

### 3. Document layout

(a) The orientation of the documents should be set as "Portrait" (except for forms, tables and charts, in which case, both "Portrait" and "Landscape" orientation are acceptable).

(b) Each section and sub-sections should be numbered properly and logically. Each section should start on a new page.

(c) Generally, only 2 levels of sub-sections should be used. 3<sup>rd</sup> level sub-sections should only be used when it is absolutely necessary.

#### 4. Page layout

(a) The page layout should be set as follows:

Margin	Length
Left	0.75 inch / 2.00 cm
Right	0.75 inch / 2.00 cm
Top	0.75 inch / 2.00 cm
Bottom	0.75 inch / 2.00 cm
Header	0.50 inch / 1.25 cm from edges
Footer	0.50 inch / 1.25 cm from edges

(b) The title of the document should appear at the foot of each page of the document (using the "Footer" function) except the cover page and the content page.

(c) Each page of the documents must be numbered. You can use the "Footer" function and type in the page number in the "Footer" area of the page. They should type either "n" or "page n", where n is the page number, and "center" it.

#### 5. Line spacing

(a) Single-spacing should be used within paragraphs

(b) Double-spacing should be used between paragraphs

#### 6. Tab control

Tab spacing should be set at a length of 0.5 inch / 1.25 cm.

#### 7. Indentation

(a) All section/sub-section numbers should start at the leftmost position

(b) All paragraphs should be left and right justified.

#### 8. Diagrams and charts

Diagrams and Charts created by other application software should be embedded into the main document so as to form one single document. Do NOT prepare the diagrams or charts in separate documents.

### **Publishing tools**

The document MUST be prepared in Adobe® portable document format (i.e. pdf) using Adobe® Acrobat® version 4.0. For more information on Adobe® Acrobat® version 4.0, please visit their website at <http://www.adobe.com/products/acrobat/main.html>.

## Recommended File Size and File Name Convention for Individual PDF file

In order to speed up the time required to load the relevant section of a large document, we recommend that issuers divide the document into logical sub-sections and save each sub-section under a different file name. Each individual file (whether in Chinese or English version) should preferably smaller than 300K bytes and in any cases should not be larger than 1,024K bytes. The naming convention for the individual files should follow [EW/CW][F][sequence number (1 digit)][chapter number (2 digits)][\_c].pdf<sup>1</sup>, issuers should substitute the information in the square brackets with the relevant information pertaining to each document. An example of a file under such naming convention would be like EWF101.pdf for English version and CWF101\_c.pdf for the Chinese version.

## Excel Spreadsheet

Together with the PDF file(s), issuers should submit an Excel spreadsheet outlining the table of content and their corresponding file name(s). The naming convention for the Excel Spreadsheet should follow [EW/CW][Stock\_code][F][sequence number (1 digit)][\_c].xls<sup>1</sup>, issuers should substitute the information in the square brackets with the relevant information pertaining to each document. An example of a file under such naming convention would be like EW0388F1.xls for English version and CW0388F1\_c.xls for the Chinese version.

<sup>1</sup> "F" represents financial information and the sequence number indicates the number of filings (for example, an issuer submits two sets of financial results at one time, the sequence number should be filled with "1" for the first set and "2" for the second set. In a normal situation, the sequence number should always be filled with "1").

## Excel Spreadsheet formats: an illustrative example

The following example will use Microsoft Excel 97 to illustrate the specification of each of the English and Chinese version of an Excel Spreadsheet.

### Chinese Version

The information must be stored in Sheet 1.

The first 3 rows describe the document whereby: -

Cell A1 contains the document name, for example: 2000 年度報告

Cell A2 contains the company name, for example: 香港交易及結算所有限公司

Cell A3 contains the stock code, for example: 0388

The forth and subsequence rows store the Chapter/Section Title and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s).

Column B in each row contains the file name. Left it blank if the title does not relate to any file.

A	B
1	2000 年度報告
2	香港交易及結算所有限公司
3	0388
4	組織摘要 / 公司簡介 CWF101_c.pdf
5	董事長報告書 CWF102_c.pdf
6	行政總裁報告書 CWF103_c.pdf
7	業務回顧 CWF104_c.pdf
8	管理層討論和分析 CWF105_c.pdf
9	董事、監事及高級管理層簡介 CWF106_c.pdf
10	董事會報告書 CWF107_c.pdf
11	核數師報告書 CWF108_c.pdf
12	綜合損益表 CWF109_c.pdf
13	綜合資產負債表 CWF110_c.pdf
14	資產負債表 CWF111_c.pdf
15	綜合現金流量表 CWF112_c.pdf
16	綜合權益變動表 / 綜合已確認損益表 CWF113_c.pdf
17	賬項附註 CWF114_c.pdf
18	五年財務摘要 CWF115_c.pdf

Sheet 1

File Name: CW0388F1\_C.xls

附註：根據附錄十六第 45(4)段有關初步業績公布的規定，上述第四、五、六、九及十八項所述的資料並非強制性披露，惟亦歡迎發行人提供有關以上各項的資料。

Generated HTML Table of Content from the Excel Spreadsheet

2000 年度報告

香港交易及結算所有限公司

組織摘要 / 公司簡介

董事長報告書

行政總裁報告書

業務回顧

管理層討論和分析

董事、監事及高級管理層簡介

董事會報告書

核數師報告書

綜合損益表

綜合資產負債表

資產負債表

綜合現金流量表

綜合權益變動表 / 綜合已確認損益表

賬項附註

五年財務摘要

English Version

The information must be stored in Sheet 1.

The first 3 rows describe the document whereby: -

Cell A1 contains the document name, for example: 2000 Annual Report

Cell A2 contains the company name, for example: Hong Kong Exchanges and Clearing Limited

Cell A3 contains the stock code, for example: 0388

The forth and subsequence rows store the Chapter(s)/Section Title(s) and their corresponding file name(s). **No blank line is allowed within the table of content.**

Column A in each row contains the Chapter(s)/Section Title(s).

Column B in each row contains the file name. Left it blank if the title does not relate to any file.

	A	B
1	2000 Annual Report	
2	Hong Kong Exchanges and Clearing Limited	
3	0388	
4	Corporate Information / Company Profile	EWF101.pdf
5	Chairman's Statement	EWF102.pdf
6	Chief Executive's Report	EWF103.pdf
7	Business Review	EWF104.pdf
8	Management Discussion and Analysis	EWF105.pdf
9	Biographical Details of Directors, Supervisors and Senior Management	EWF106.pdf
10	Report of the Directors	EWF107.pdf
11	Report of the Auditors	EWF108.pdf
12	Consolidated Income Statement	EWF109.pdf
13	Consolidated Balance Sheet	EWF110.pdf
14	Balance Sheet	EWF111.pdf
15	Consolidated Cash Flow Statement	EWF112.pdf
16	Consolidated Statement of Movements in Equity Other Than Those Arising From Capital Transactions With Shareholders and Distributions to Shareholders / Consolidated Statement of Recognised Gains and Losses	EWF113.pdf
17	Notes to the Accounts	EWF114.pdf
18	Five-year Financial Summary	EWF115.pdf

Sheet 1

File Name: EW0388F1.xls

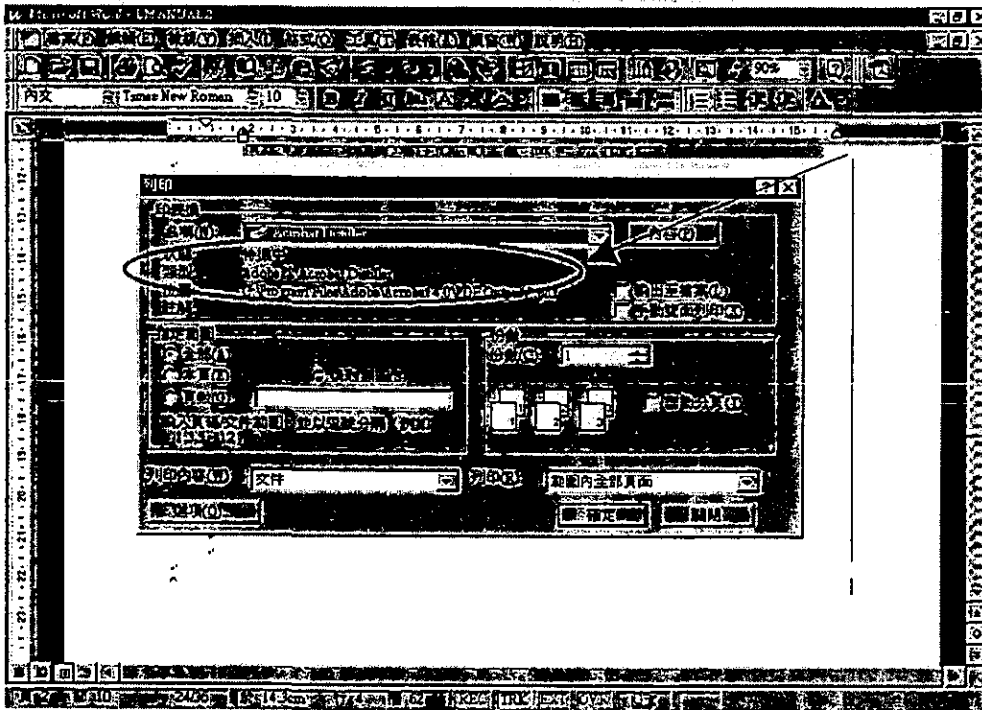
N.B. Under paragraph 45(4) of Appendix 16 regarding publication requirement of preliminary results announcement, items in 4, 5, 6, 9 and 18 above are not mandatory disclosure requirements but are recommended for completeness purposes.

<a href="#"><u>2000 Annual Report</u></a>
<a href="#"><u>Hong Kong Exchanges and Clearing Limited</u></a>
<a href="#"><u>Corporate Information / Company Profile</u></a>
<a href="#"><u>Chairman's Statement</u></a>
<a href="#"><u>Chief Executive's Report</u></a>
<a href="#"><u>Business Review</u></a>
<a href="#"><u>Management Discussion and Analysis</u></a>
<a href="#"><u>Biographical Details of Directors, Supervisors and Senior Management</u></a>
<a href="#"><u>Report of the Directors</u></a>
<a href="#"><u>Report of the Auditors</u></a>
<a href="#"><u>Consolidated Income Statement</u></a>
<a href="#"><u>Consolidated Balance Sheet</u></a>
<a href="#"><u>Balance Sheet</u></a>
<a href="#"><u>Consolidated Cash Flow Statement</u></a>
<a href="#"><u>Consolidated Statement of Movements in Equity Other Than Those Arising From Capital Transactions With Shareholders and Distributions to Shareholders / Consolidated Statement of Recognised Gains and Losses</u></a>
<a href="#"><u>Notes to the Accounts</u></a>
<a href="#"><u>Five-year Financial Summary</u></a>





iii. Note down the location where the output file will reside;



iv. Click the “OK” button to produce the pdf file; and

v. The pdf file will be located in the directory specified in step iii above.

# Suggestions on Installing and Configuring Adobe® Acrobat® 4.0

The following are suggestions on installing and configuring Adobe® Acrobat® 4.0

## Configuration Suggestions

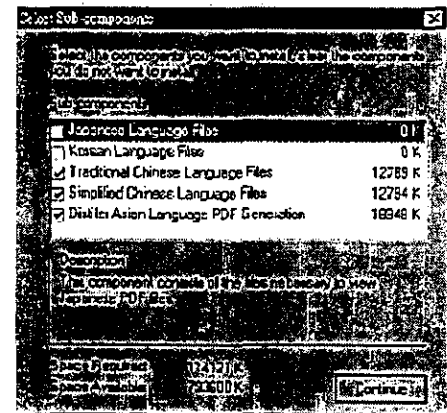
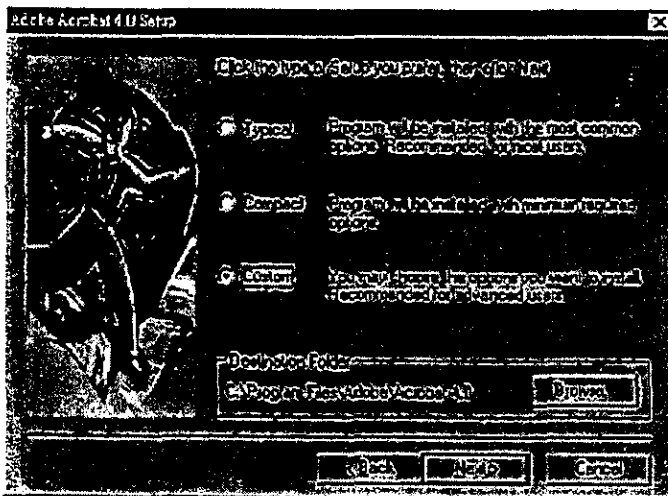
In Acrobat Distiller, select "Settings", "Job Options", "Fonts" and check the box to "Embed All Fonts";

In Acrobat Distiller, select "Settings", "Job Options", "General" and choose "Acrobat 4.0" in the box marked "Compatibility", then check the box to "Optimise PDF"; and

Please ensure that the PDF file does not contain "bookmarks" and the "initial view" is set to "Page only".

## Installation Suggestions

Please click the "custom" option during installation (see below left screen shot);



Then check all Chinese fonts related boxes and the "Distiller Asian Language PDF Generation" box to install all necessary sub-component to produce Chinese characters embedded pdf files (see above picture).

## **Appendix D - Specification for files to be published on the GEM website (applicable to GEM listed issuers)**

### **Overview**

1. This appendix specifies the formats and the software to be used for the preparation of the files to be published on the GEM website. Issuers or their authorised representatives should ensure that the files are produced in accordance with these specifications.

### **Document formatting**

2. Please use the "Times New Roman" font for the English version of the document and adhere to the other formatting guidelines as set out in the section headed "Font size", "Paper size", "Document layout", "Page layout", "Line spacing", "Tab control", "Indentation", "Diagrams and charts", " in Appendix 2.

### **Publishing tools**

3. The document **MUST** be prepared in Adobe® portable document format (i.e. pdf) using Adobe® Acrobat® version 4.0. For more information on Adobe® Acrobat® version 4.0, please visit their website at <http://www.adobe.com/products/acrobat/main.html>.

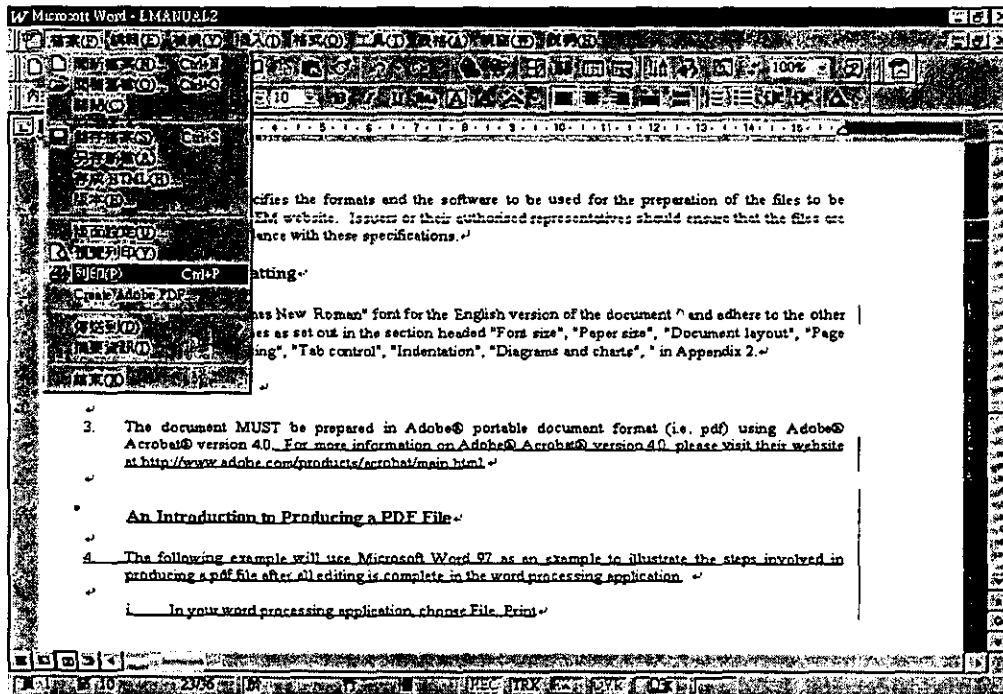
### **Recommended File Size and File Name Convention for Individual PDF File**

In order to speed up the time required to load the relevant section of a large listing document (e.g. Prospectuses, circulars, etc.), we recommend that Issuers divide the document into logical sub-sections and save each sub-section under a different file name. Each individual file (whether in Chinese or English) should not be larger than 1,024 Kbytes. The naming convention for the individual files should follow "[ew/cw]\_[Stock Code][pro/cir/ann/frp/cis]-[year][month][day][chap/app][chapter / appendix number][sub-section number].pdf", Issuers should substitute the information in the square brackets with the relevant information pertaining to each listing document. An example of a file under such naming convention would be like cw\_8888pro-19991205chap15d.pdf. For example, "pro" stands for prospectus, "ann" stands for announcement, "cir" stands for circular, "frp" stands for financial statements and "cis" stands for company information sheet.

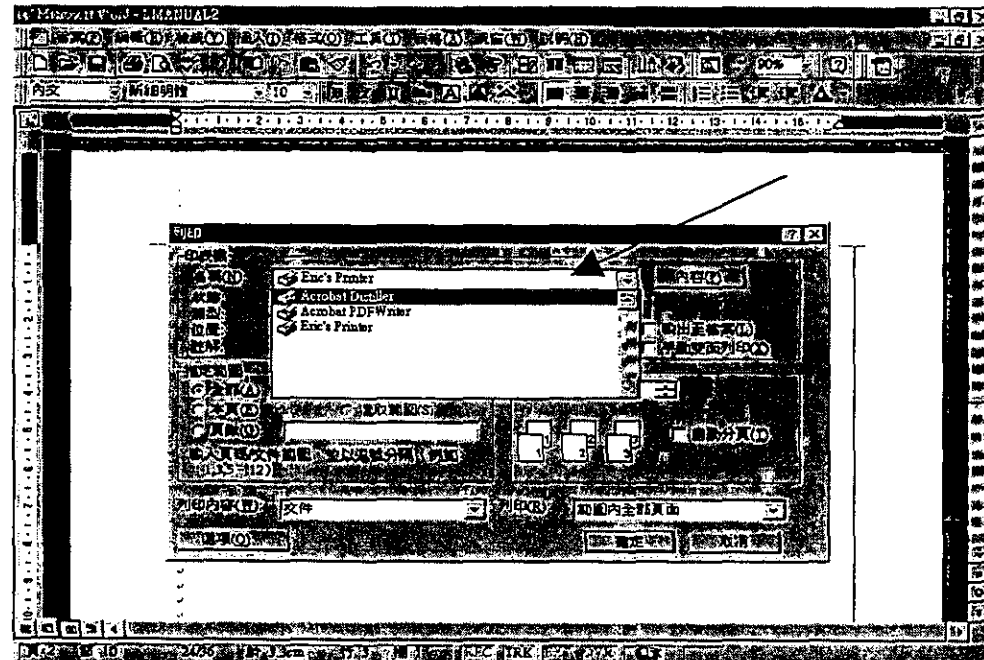
# An Introduction to Producing a PDF File

The following example will use Microsoft Word 97 to illustrate the steps involved in producing a pdf file after all editing is complete in a word processing application.

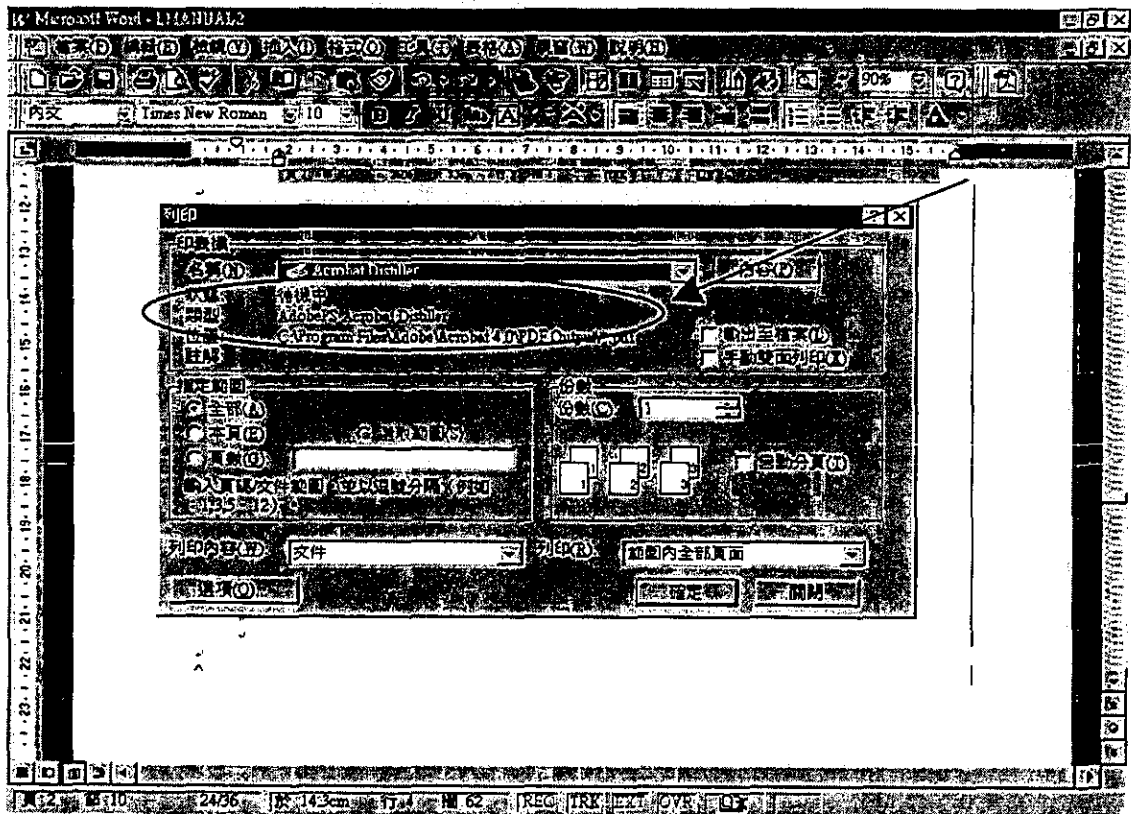
i. In your word processing application, choose File, Print;



ii. from the "Printer Name" menu, choose "Acrobat Distiller";



iii. note down the location where the output file will reside;



iv. click the "OK" button to produce the pdf file; and

v. the pdf file will be located in the directory specified in step iii above and issuers should upload such file through the GEM website for publication as describe in this document.

### **Suggestions on Installing and Configuring Adobe® Acrobat® 4.0**

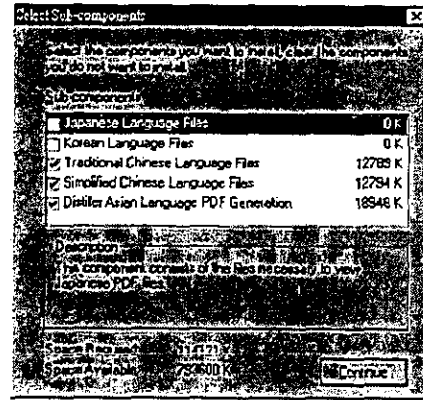
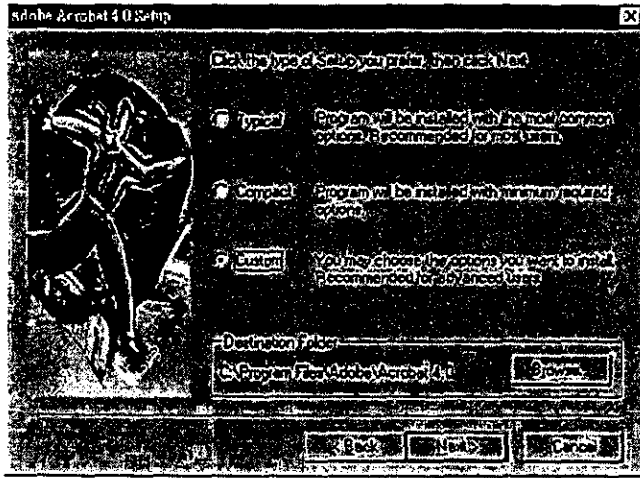
The following are suggestions on installing and configuring Adobe® Acrobat® 4.0

#### **Configuration Suggestions**

- i. In Acrobat Distiller, select "Settings", "Job Options", "Fonts" and check the box to "Embed All Fonts";
- ii. In Acrobat Distiller, select "Settings", "Job Options", "General" and choose "Acrobat 3.0" in the box marked "Compatibility", then check the box to "Optimise PDF"; and
- iii. Please ensure that the PDF file does not contain "bookmarks" and the "initial view" is set to "Page only".

#### **Installation Suggestions**

Please click the "custom" option during installation (see below left screen shot);



Then check all Chinese fonts related boxes and the "Distiller Asian Language PDF Generation" box to install all necessary sub-component to produce Chinese characters embedded pdf files. (see above picture)

# Appendix E - Specification for files to be published on Teletext System

## Overview

1. This appendix specifies the formats and the software to be used for the preparation of the files to be published on the news dissemination system (the "Teletext System") of the Exchange. Issuers or their authorised representatives should ensure that the files are produced in accordance with these specifications.

## Document formatting

2. Please use the "Courier" font point size 10 for the English version of the document and "細明體" font point size 10 for the Chinese version.

## Publishing tools

3. The document **MUST** be prepared in simple text format (i.e. ASCII text). You are recommended to use the "Simple text" Editor on the Macintosh platform, the "Notepad" on the Windows platform or similar software on other platforms. You are also reminded to note the different ways Macintoshes, IBM-compatibles and UNIX systems treat "carriage returns".

Teletext formats: an illustrative example

4. The following is the specification of each of the English and Chinese version of a Teletext file.

### English Version

- The file should not exceed 72 characters per line and 90 lines per file (including white space).
- If the file content cannot fit within 90 lines, spilt into more than one file.
- The English file should not contain any Chinese characters.
- Please follow the following example for the first 5 lines of every single file and fill in the relevant information.

E

Company Name<stock code> - Announcement

Company Name<stock code> - Announcement

Company Name<stock code> - Announcement

Beginning of file content



- An actual example might look like the following:

E

TOM.COM<8001> - Announcement

TOM.COM<8001> - Announcement

TOM.COM<8001> - Announcement

This announcement is for information purposes only and does not constitute an invitation or offer to acquire, purchase .....

Chinese Version

- The file should not exceed 36 characters per line and 90 lines per file (including white space).
- If the file content cannot fit within 90 lines, spilt into more than one file.
- The Chinese file can contain English characters.
- Please follow the following example for the first 6 lines of every single file and fill in the relevant information.

C

Company Name<Stock Code> - Announcement (this line is in English)

Company Name<Stock Code> - Announcement (this line is in Chinese)

Company Name<Stock Code> - Announcement (this line is in Chinese)

Content of the announcement .....

- An actual example might look like the following:

C

TECHPACIFIC<8088> - Announcement

亞科網<8088> - 公告

亞科網<8088> - 公告

本公布僅供參考之用，並不構成收購、購買或認購證券之邀請 .....

**File naming convention and other information (Applicable to GEM listed issuers only)**

5. Please follow the file naming convention as detailed in Appendix D except for substituting the prefix with either ET or CT (where appropriate) and use ".txt" as the file extension.

6. If an announcement contain a summary box, the teletext announcement needs to cover ONLY from the start of the announcement until the end of the summary box. However, please add the signature section, announcement date and the following statement to the teletext version (the normal GEM website statement "This announcement will appear on the GEM website ..... for 7 days...."should be deleted if a summary box is used)

上述公佈謹屬概要。該公佈全文現載於創業板網頁(<http://www.hkgem.com>)內「最新公司公告」一頁。

The above announcement is a summary only. For the full version of this announcement, please refer to the 'Latest Company Announcements' page on the GEM website at <http://www.hkgem.com>.

**Standard confirmation letter**  
(for use where soft copy not submitted by e-Submission)

[letterhead of issuer]

[date]

By fax (2877-6987) and by mail

To : E-Business & Information Services  
Hong Kong Exchanges and Clearing Limited ("HKEx")  
11th Floor, One International Finance Centre  
1 Harbour View Street, Central  
Hong Kong

Dear Sirs,

**Description of announcement or other document submitted**

We hereby submit to you the enclosed soft copy of the above document for publication on the HKEx/GEM\* website\*/We refer to the soft copy of the above document which was submitted to you for publication on the GEM website by means of uploading the soft copy onto the GEM website on [date & time] (for GEM issuers only).\*

The document was cleared by [name of Listing Division officer] of the Exchange on [date] at [time].\*/The document do(es) not require clearance by the Exchange under the Main Board/GEM\* Listing Rules.\*

The document may be published immediately upon receipt.\*/The document may be published after (but should not be published before) [date & time].\*

Should you have any queries, please contact [name of contact] on [telephone no.].

Yours faithfully,  
For and on behalf of  
[name of issuer]

---

Name:

Title :

\* Please delete as appropriate.