



**HKEx**  
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. : LD20061211/016

11 December 2006

To : Main Board Listed Issuers (Attn: Authorised Representatives)  
GEM Listed Issuers (Attn: Authorised Representatives)  
Market practitioners

Dear Sirs,

### **Briefing sessions on HKEx's e-Submission System (ESS)**

#### **A. Introduction**

As you may be aware, we will soon be implementing the new model for information submission and dissemination by Main Board and GEM issuers as described in our Exposure Conclusion on "Abolition of Requirement for Main Board Issuers to Publish Paid Announcements in Newspapers and Related Matters" published on 7 July 2006.

We currently propose to make an announcement in early January 2007 concerning the implementation of Phase 1 of the new model with a tentative commencement date of 16 April 2007.

Under the new model, use of ESS for submission of documents for publication on the HKEx website or GEM website will become mandatory. We have taken steps to enhance ESS, including upgrading security and access control and increasing the capacity to handle greater file volume.

#### **B. Sessions**

To help ensure users are adequately prepared for the changes to the ESS, we are, among other things, hosting a series of briefing sessions for issuers and market practitioners. Topics to be covered by each of the sessions include the following:

- Abolition of Paid Announcement Requirement – An Overview
- Basic ESS functions
  - Logging in
  - Uploading files (English and Chinese) for submission by issuer
  - Uploading files (English and Chinese) for submission by issuer's agent
  - Headline categories and free-text title
  - Approving submission in the same session
  - Saving file for later approval
  - Editing submission details
  - Amending submission details relating to previously saved file

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- Approver not approving submission
- Changing user passwords
- Editing user profile
- Amending headline categories
- General guidelines on document submission, including submission of large documents and file size restrictions
- Minimum PC/software requirements

15 sessions (of which 4 are to be conducted in English and 11 are to be conducted in Cantonese) will be held on the dates set out below. You may nominate up to 2 members from your company/firm to attend:-

Languages/Dates : English

10 January 2007 (afternoon), 12 January 2007 (morning),  
16 January 2007 (morning), 18 January 2007 (afternoon)

Cantonese

11 January 2007 (morning), 11 January 2007 (afternoon),  
12 January 2007 (afternoon), 15 January 2007 (morning),  
15 January 2007 (afternoon), 16 January 2007,  
(afternoon), 17 January 2007 (morning), 17 January 2007,  
(afternoon), 18 January 2007 (morning), 19 January 2007  
(morning), 19 January 2007 (afternoon)

Times : Morning Sessions                      Afternoon Sessions  
10:00 a.m.– 12:30 p.m.                      2:30 p.m. – 5:00 p.m.

Venue : Exchange Auditorium  
Exchange Exhibition Hall  
1/F, One and Two Exchange Square  
Central

Fee : Free of charge

Due to the limited number of seats available, the number of participants will be limited to 180 per session.

Details are subject to change without prior notice.

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Those who are interested in attending a session should enrol with us via our online enrolment services at the ESS website at <http://www.esubmission.hkex.com.hk> (which is now open for enrolment). Details of the enrolment procedure are set out in the attached Guidelines. Places will be assigned on a "first-come, first-served" basis and your early enrolment is encouraged. You may enrol for any session provided places are still available for that session. Upon successful completion of the enrolment procedure, you will receive by return an email confirming your acceptance for that session. We reserve the right of final decision.

We look forward to seeing you at the upcoming sessions.

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



Richard Williams  
Head of Listing

Encl.



Hong Kong Exchanges and Clearing Limited

Listing Division

- Official Guideline for Online Enrollment Application  
for ESS Seminars

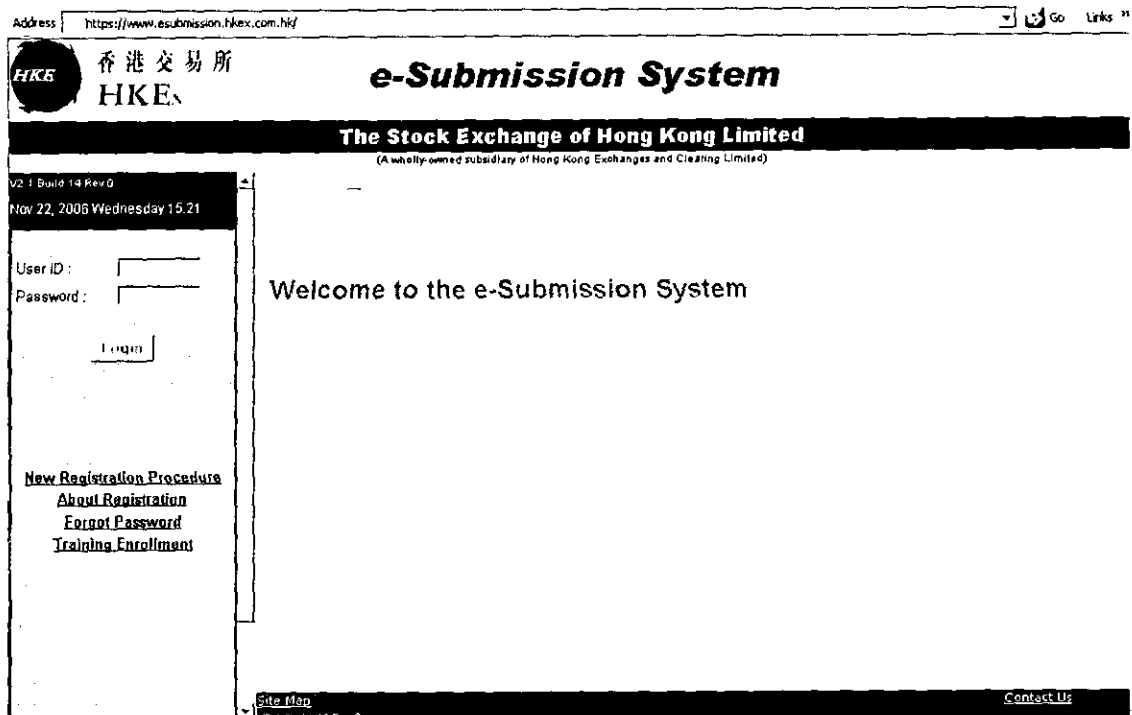
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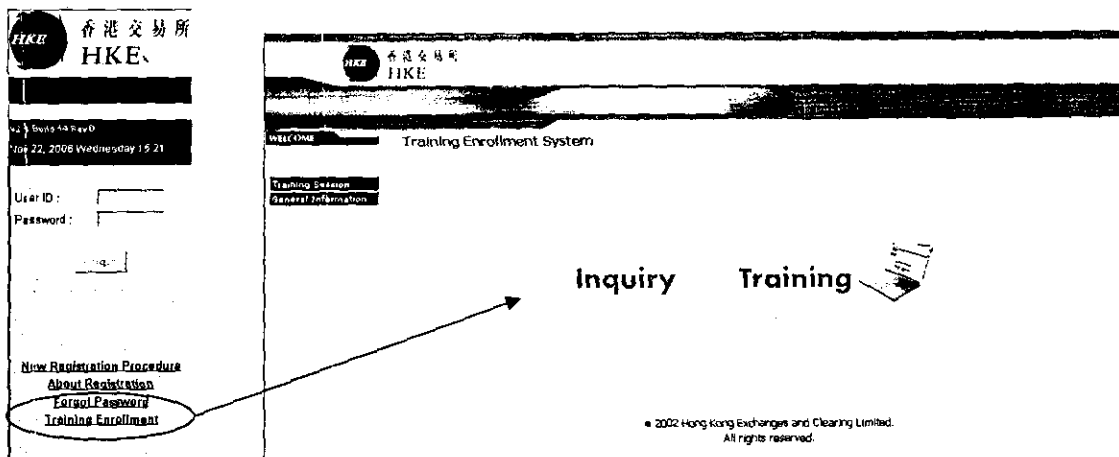
## Procedure for Online Enrollment Application

### Step 1:-

You can gain access to **Training Enrollment System Website** by logging onto e-Submission System Website at <https://www.esubmission.hkex.com.hk>. The following page will be displayed:-



Click on "Training Enrollment" on the left frame as shown to gain access to the Training Enrollment System Website.



Step 2:-

Check details of available briefing/seminar information by clicking on "General Information". The following page will be displayed which shows an overall view of all available sessions:-

The screenshot shows the HKEx Training Enrollment System interface. At the top, there is a navigation bar with 'Training Session' and 'General Information' options. The 'General Information' option is circled, and an arrow points from it to the main content area. The main content area displays 'General Information' and a list of briefing sessions.

HKEx is conducting a series of briefing sessions on HKEx's e-Submission System and is inviting your enrolment application for the sessions. The following shows the general information outlining the briefing sessions arrangement.

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Briefing Sessions on HKEx's e-Submission System

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English Sessions :	(ESSBJ10P)	10 January (afternoon)
	(ESSBJ12A)	12 January (morning)
	(ESSBJ16A)	16 January (morning)
	(ESSBJ18P)	18 January (afternoon)
Cantonese Sessions :	(ESSBJ11A)	11 January (morning)
	(ESSBJ11P)	11 January (afternoon)
	(ESSBJ12P)	12 January (afternoon)
	(ESSBJ15A)	15 January (morning)
	(ESSBJ15P)	15 January (afternoon)
	(ESSBJ16P)	16 January (afternoon)
	(ESSBJ17A)	17 January (morning)
	(ESSBJ17P)	17 January (afternoon)
	(ESSBJ18A)	18 January (morning)
	(ESSBJ19A)	19 January (morning)
	(ESSBJ19P)	19 January (afternoon)

**Step 3:-**

Complete your enrollment application with the required information and choose your preferred session by clicking on "Training Sessions".

WELCOME

Training Enrollment System

WELCOME

Training Session  
General Information

Enrollment Application

Applicant Last Name : \_\_\_\_\_

Applicant First Name : \_\_\_\_\_

Email Address : \_\_\_\_\_

Contact Telephone No. : \_\_\_\_\_

Company Name : \_\_\_\_\_

Remark : \_\_\_\_\_

Choose Session

Session Code	Session Name	Session Date	Start Time	End Time	Venue Name	Language
<input checked="" type="radio"/> ESSA/110P	The Revised ESS Operation and Functions	1/10/2007 12:00:00 AM	11/23/2006 2:30:00 PM	11/23/2006 5:00:00 PM	HKQA	English
<input type="radio"/>	The Revised ESS Operation	1/11/2007	11/23/2006	11/23/2006		

The information to be provided is as follows:-

- Applicant's Last Name**
- Applicant's First Name**
- Email Address**
- Contact Telephone Number**
- Company Name**
- Remark (Optional)**

Choose your preferred session by selecting the appropriate radio button (*only one session selection is allowed on each enrollment*).

**Step 4:-**

Click on "Enroll" at the bottom of the "Choose Session" list to confirm your enrollment application after you have completed the application details and chosen your session.

WELCOME

Applicant First Name : Ng

Email Address : esubmission@hkex.com.hk

Contact Telephone No. : 28403668

Company Name : Hong Kong Exchange

Remark : (Whatever you want)

Choose Session						
Session Code	Session Name	Session Date	Start Time	End Time	Venue Name	Language
<input type="radio"/> ESSBJ10P	The Revised ESS Operation and Functions	1/10/2007 12:00:00 AM	11/23/2006 2:30:00 PM	11/23/2006 5:00:00 PM	HKExA	English
<input type="radio"/> ESSBJ11A	The Revised ESS Operation and Functions	1/11/2007 12:00:00 AM	11/23/2006 10:00:00 AM	11/23/2006 12:30:00 PM	HKExA	Cantonese
<input type="radio"/> ESSBJ11P	The Revised ESS Operation and Functions	1/11/2007 12:00:00 AM	11/23/2006 2:30:00 PM	11/23/2006 5:00:00 PM	HKExA	Cantonese

Enroll

Where a session is full, an indicator to that effect will appear on the screen next to the relevant session. In this case, the relevant radio button will be disabled and no further enrollment will be accepted for that session.

**Step 5:-**

After clicking on the "Enroll" button, a confirmation page will be displayed and an email will be sent to you by return at the email address provided in step 4 confirming your acceptance for the relevant session.

Please note the following:-

- (1) If you do not receive an email confirmation of acceptance from us after you have submitted your enrollment application or if you have any other questions regarding the sessions, please send an email to [esubmission@hkex.com.hk](mailto:esubmission@hkex.com.hk) (for the attention of the Seminar Enrollment Coordinator). We will contact you as soon as possible.
- (2) Only 2 places can be reserved per company.



**Step 6:-**

If you wish to enroll for another person, click on "**Continue**" to repeat steps 1 to 4.

*(Note: the email address must be one which has not been used before.)*