### Document Services

#### Functional Overview

The Document Services function serves the following purposes:

1. Enable the Principal Lead Broker / Lead Underwriter, Principal Sponsors, Other Sponsor(s), Legal Advisor (Sponsor) or Legal Advisor (Issuer) to submit e-forms to HKSCC on behalf of the Issuer to generate the Placement form / Pre-deposit form (non-Greenshoe)
2. Enable the Principal Lead Broker / Lead Underwriter, Principal Sponsors, Other Sponsor(s), Legal Advisor (Sponsor) or Legal Advisor (Issuer) to submit e-forms to HKSCC on behalf of the Issuer to generate the Placement form (Greenshoe)
3. System (FINI) generated the Formal Admission Letter

A tracked changes display should be included to show previous data field versions over time.

Scope of Document Services:

* Item 1: Placement / Pre-Deposit form (Non-Greenshoe)
* Item 2: Placement form (Greenshoe)
* Item 3: Formal Admission Letter

This section is written based on the following assumptions:

1. [Legal] to incorporate current placement/ pre-deposit undertakings into the general T&C agreement (managed during on-boarding). FINI users will be able to perform the submission as the clauses have been incorporated under T&C during on-boarding.
2. [Legal] to add into EIPO agreement on the issuer delegation authorization by issuer to authorized agents by issuer (i.e. Principal Lead Broker, Distributor, Underwriter, Principal Sponsor, Other Sponsor(s), Legal Advisor (Sponsor), Legal Advisor (Issuer)). As issuer is not a FINI user, this will allow submission to be performed by authorized agents on behalf of issuer.
3. [DNS] on standard denomination requirement provided to Share Registrar. This will allow Share Registrar to print share certificates upfront and reduce reliance on placement / pre-deposit form.

#### Participants and Roles

**Item 1: Placement form / Pre-deposit form (non-Greenshoe) & item 2: Placement form (Greenshoe)**

|  |  |
| --- | --- |
| **User** | **Permissions** |
| **Principal Lead Broker / Lead Underwriter** | * Input, submit and amend the e-form * Enquire the e-form * Download the document PDFs |
| **Principal Sponsor** | * Input, submit and amend the e-form * Enquire the e-form * Download the document PDFs |
| **Other Sponsor(s)** | * Input, submit and amend the e-form * Enquire the e-form * Download the document PDFs |
| **Legal Advisor (Sponsor)** | * Input, submit and amend the e-form * Enquire the e-form * Download the document PDFs |
| **Legal Advisor (Issuer)** | * Input, submit and amend the e-form * Enquire the e-form * Download the document PDFs |
| **Distributors** | * Download the document PDFs |
| **HK Share Registrar** | * Download the document PDFs |
| **HKSCC**  ***Unless specified otherwise, HKSCC refers to  HKSCC (PT\_OPS) throughout the PRD*** | * Revert the e-form and write comments * Clear the e-form * Enquire the e-form * Download the document PDFs |
| **Non FINI User:**  **Depo Team** | * Receive a copy of the document PDFs (via email) |

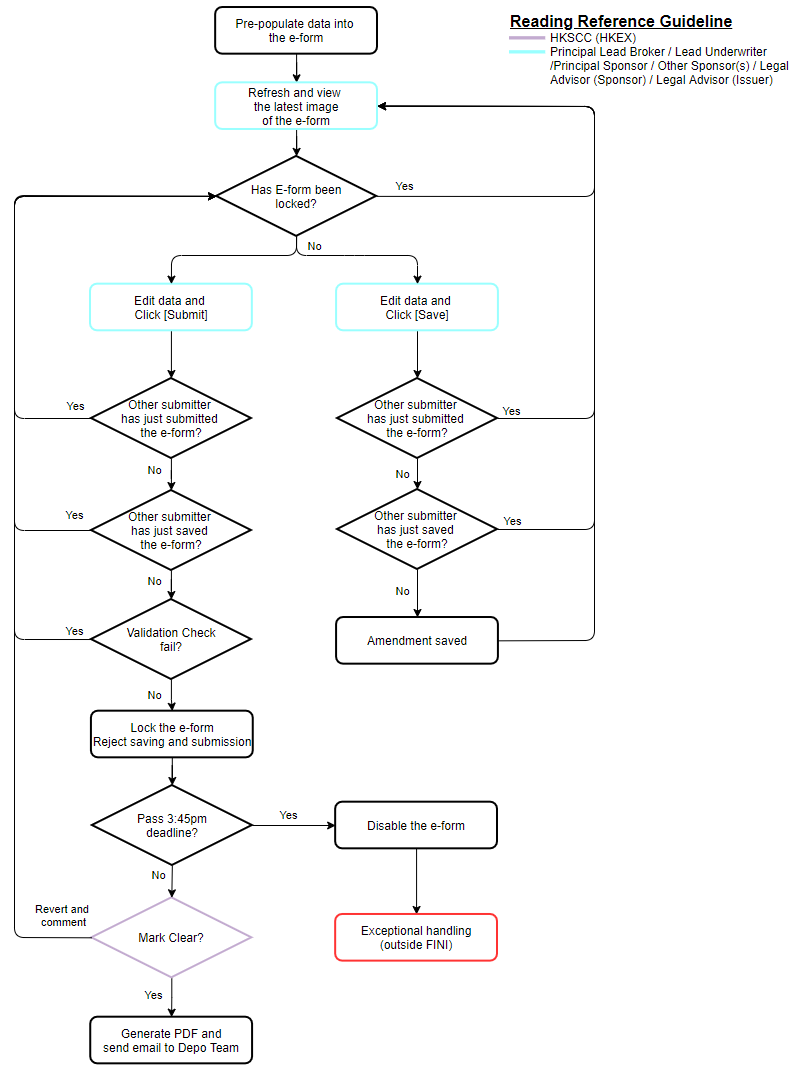
**Item 3: Formal Admission Letter**

|  |  |
| --- | --- |
| **User** | **Permissions** |
| **Principal Lead Broker / Lead Underwriter** | * Download the document PDF |
| **Principal Sponsor** | * Download the document PDF |
| **Other Sponsor(s)** | * Download the document PDF |
| **HK Share Registrar** | * Download the document PDF |
| **HKSCC** | * Download the document PDF |

#### Functional Workflow

**Item 1: Placement form / Pre-deposit form (non-Greenshoe)**

|  |  |  |
| --- | --- | --- |
|  | **Offering Type (IPO Initiation field #16)** | |
| **‘Global offer (placing and public offer)’**  **/ ‘By public offer only’** | **‘By introduction’ /**  **‘By placing only’** |
| **Start time (for drafting/ submit/ mark clear)** | Public Offer Start Time / Date (IPO Initiation field #51) | When status = ‘Deal Initiated’  *(note ‘Deal Initiated’ status refers to IPO reference data go-live)* |
| **End time (for drafting / submission / mark clear)** | 3:45pm, Pre-deposit / Placing Shares Delivery Date (IPO Initiation field #57) | |
| **Users** | **FINI users**  Principal Lead Broker / Lead Underwriter, Principal Sponsor, Other Sponsor(s), Legal Advisor (Sponsor), Legal Advisor (Issuer), Distributors, HK Share Registrar, HKSCC (PT\_OPS)  **Non-FINI users**  Depo Team | |
| **User input** | E-form (settlement arrangement and supporting documents) | |
| **System output** | PDF of Placement form / Pre-deposit form (non-Greenshoe) | |



Workflow as follow:

[Between **Public Offer Start Time / Date** until **Approval of placee allocation / placing by Regulator (HKEX)**]

* Every Submitter (Principal Lead Broker / Lead Underwriter / Principal Sponsor / Other Sponsor(s) / Legal Advisor (Sponsor) / Legal Advisor (Issuer)) can input, amend and save the e-form, which is a single image shared by every Submitter.
* If another Submitter saves the e-form before the current Submitter saves the e-form, FINI rejects saving and reminds the current Submitter to refresh the page.
* After the e-form is refreshed, every Submitter can see the amendment and continue to make amendment on the updated image.

[Between **Approval of placee allocation / placing by Regulator (HKEX)** until **3:45pm, Pre-deposit / Placing Shares Delivery Date**]

* At the moment of approval of place allocation, FINI sends a dashboard notification and an email to all the Submitters to notify that they can submit the e-form to HKSCC.
* If another Submitter saves the e-form before the current Submitter saves or submits the e-form, FINI rejects saving or submission, and reminds the current Submitter to refresh the page.
* If another Submitter submits the e-form before the current Submitter saves or submits the e-form, FINI rejects saving or submission, and reminds the current Submitter that no further saving or submission is allowed.
* Upon submission of an e-form, FINI sends a dashboard notification and an email to all the Submitters and HKSCC, and locks the e-form to prevent further amendment, saving and submission. Every Submitter can only enquire the submitted e-form.
* HKSCC receives the e-form. HKSCC performs review on it and decides whether to clear it or revert it with comment for further amendment.
* After HKSCC reverts the e-form, FINI sends a dashboard notification and an email to all the Submitter, and unlocks the e-form to allow further amendment, saving and submission.
* FINI allows HKSCC to revert the e-form to all the Submitters even after it is cleared by HKSCC, FINI will perform the following tasks:
  + revert the e-form (image as of ‘Mark Clear’) with comment to all the Submitters
  + removes the generated PDF of Placement form (non-Greenshoe) in the website
  + Send dashboard notification to all the submitters and HKSCC
  + Send email to all the submitters, HKSCC and Depo Team
* After HKSCC clears the e-form, FINI generates a PDF of Placement form (non-Greenshoe) by populating the data fields of the e-form to the template, and appends the upload softcopy of Share Certificate Specimen at the final page of PDF. FINI sends an email with the PDF attachment to Depo Team (email address: depo\_counter@HKEX.COM.HK), and triggers a dashboard notification to all the Submitters and HKSCC.

[4pm, Pre-deposit / Placing Shares Delivery Date - 1 CCHK CCASS Working Day]

* If no e-form has been submitted, FINI sends a dashboard notification to all the Submitter and HKSCC to remind the deadline.

[5pm, Pre-deposit / Placing Shares Delivery Date - 1 CCHK CCASS Working Day]

* If no e-form has been submitted, FINI sends a dashboard notification and an email to all the Submitters, HKSCC and Depo team to remind the deadline.

[2:45pm, Pre-deposit / Placing Shares Delivery Date]

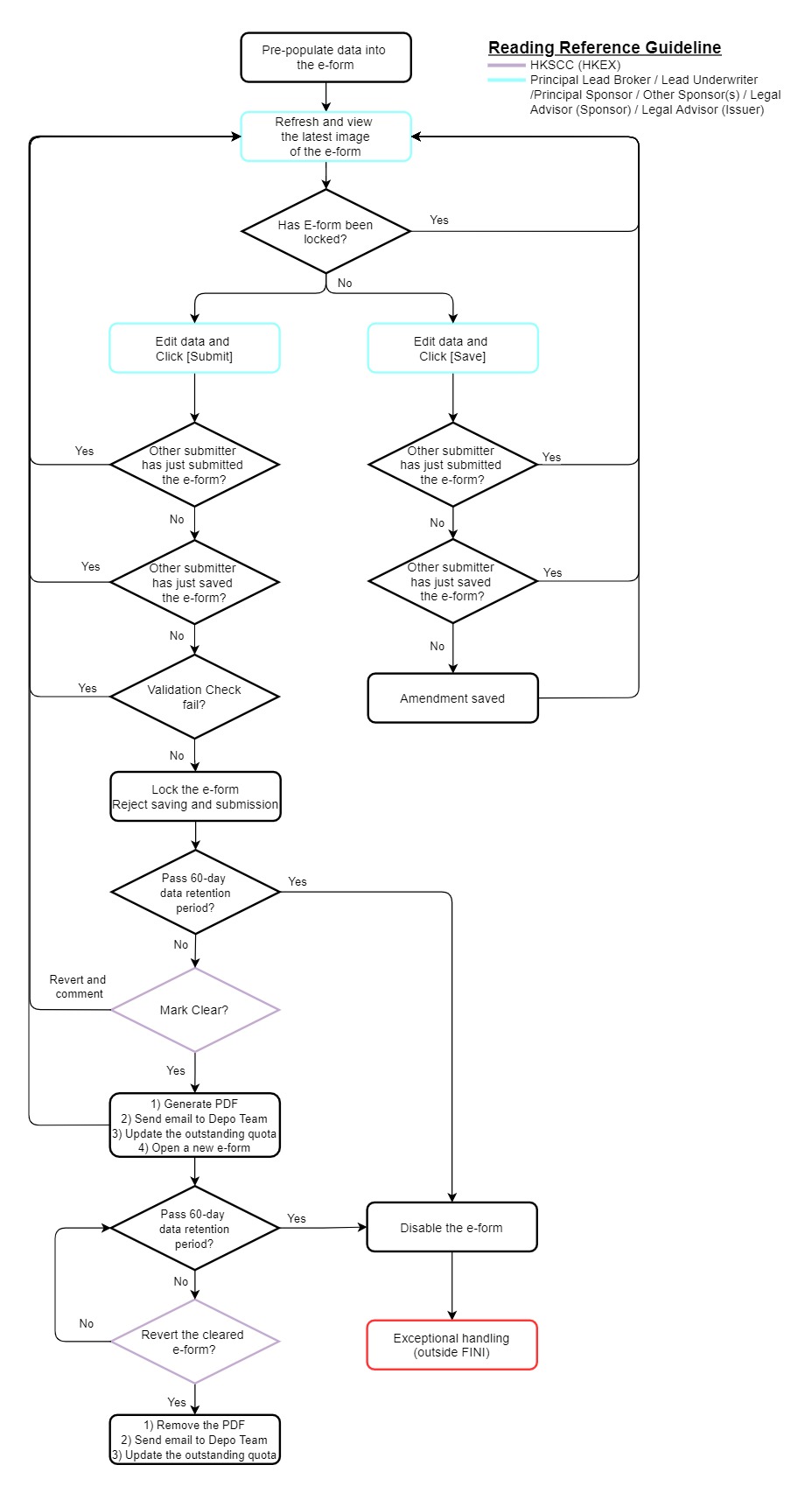
* If no e-form has been cleared, FINI sends a dashboard notification and an email is sent to all the Submitters and HKSCC to remind the deadline.

[3:45pm, Pre-deposit / Placing Shares Delivery Date]

* If no e-form has been cleared, FINI sends an email to all the Submitters, Depo Team and HKSCC, and triggers a dashboard notification to all the Submitters and HKSCC, to notify that no Placement form / Pre-deposit form has been generated. FINI disables the e-form function and the form is not accessible by any user (internal or external)
* Any late submission is handled through exceptional handling (outside FINI).

**Item-2: Placement form (Greenshoe)**

|  |  |
| --- | --- |
| **Start time (for drafting)** | 3:45pm, Pre-deposit / Placing Shares Delivery Date (IPO Initiation field #57) |
| **Start time (for submission / mark clear)** | 3:45pm, Pre-deposit / Placing Shares Delivery Date (IPO Initiation field #57) |
| **End time (for drafting / submission / mark clear)** | 3:45pm, the 60th calendar day after Pre-deposit / Placing Shares Delivery Date (IPO Initiation field #57)  If the 60th calendar day is not a trading day, the end time will not be extended to the next trading day. |
| **Users** | **FINI users**  Principal Lead Broker / Lead Underwriter, Principal Sponsor, Other Sponsor(s), Legal Advisor (Sponsor), Legal Advisor (Issuer), Distributors, HK Share Registrar, HKSCC (PT\_OPS)  **Non-FINI users**  Depo Team |
| **User input** | E-form (settlement arrangement and supporting documents)  *FINI allows multiple submission of e-form. No new e-form is created for Submitter to save or submit until the current e-form has been cleared by HKSCC, i.e. concurrent e-forms are not allowed.* |
| **System output** | PDF of Placement form (Greenshoe) |



Workflow as follow:

[Between **Public Offer Start Time / Date** until **3:45pm, Pre-deposit / Placing Shares Delivery Date**]

* Every Submitter (Principal Lead Broker / Lead Underwriter / Principal Sponsor / Other Sponsor(s) / Legal Advisor (Sponsor) / Legal Advisor (Issuer)) can input, amend and save the e-form, which is a single image shared by every Submitter.
* If another Submitter saves the e-form before the current Submitter saves the e-form, FINI rejects saving and reminds the current Submitter to refresh the page.
* After the e-form is refreshed, every Submitter can see the amendment and continue to make amendment on the updated image.

[Between **3:45pm, Pre-deposit / Placing Shares Delivery Date** until **3:45pm, the 60th calendar day after Pre-deposit / Placing Shares Delivery Date**]

* At 3:45pm, Pre-deposit / Placing Shares Delivery Date, FINI enables the submission function of the e-form.
* If another Submitter saves the e-form before the current Submitter saves or submits the e-form, FINI rejects saving or submission, and reminds the current Submitter to refresh the page.
* If another Submitter submits the e-form before the current Submitter saves or submits the e-form, FINI rejects saving or submission, and reminds the current Submitter that no further saving or submission is allowed.
* Upon submission of an e-form, FINI sends a dashboard notification and an email to all the Submitters and HKSCC, and locks the e-form to prevent further amendment, saving and submission. Every Submitter can only enquire the submitted e-form.
* HKSCC receives the e-form. HKSCC performs review on it and decides whether to clear it or revert it with comment for further amendment.
* After HKSCC reverts the e-form, FINI sends a dashboard notification and an email to all the Submitter, and unlocks the e-form to allow further amendment, saving and submission.
* FINI allows HKSCC to delete the e-form to all the Submitters even after it is cleared by HKSCC, FINI will perform the following tasks:
  + Delete the e-form (FINI does not revert it in order to avoid two active e-form at the same time)
  + Removes the generated PDF of Placement form (Greenshoe) in the website
  + Send dashboard notification to all the submitters and HKSCC
  + Send email to all the submitters, HKSCC and Depo Team
  + Update the outstanding Greenshoe quota
* After HKSCC clears the e-form, FINI generates a PDF of Placement form (Greenshoe) by populating the data fields of the e-form to the template, and appends the upload softcopy of Share Certificate Specimen at the final page of PDF. FINI sends an email with the PDF attachment to Depo Team (email address: depo\_counter@HKEX.COM.HK), and triggers a dashboard notification to all the Submitters and HKSCC.

[2:45pm, the 30th calendar day after Public offer end date (IPO Initiation Field #52)] (Example: It is 30th Jan if Public offer end date is 1st Jan.)

* If no e-form has been cleared, FINI sends a dashboard notification is sent to all the Submitters and HKSCC to remind the deadline.
* Any late submission can be handled until the 60th calendar day after Pre-deposit / Placing Shares Delivery Date.

[3:45pm, the 60th calendar day after Pre-deposit / Placing Shares Delivery Date]

* FINI disables the e-form function and the form is not accessible by any user (internal or external)

**Items 3: Formal Admission Letter**

|  |  |
| --- | --- |
| **Trigger time** | 5pm, Pre-deposit / Placing Shares Delivery Date - 1 CCHK CCASS Working Day; **and**  IPO state is non ‘Cancelled’/ ‘Suspended’ ‘Invalidated’ |
| **Users** | **Viewer**: Principal Lead Broker / Lead Underwriter, Principal Sponsor, Other Sponsor(s), HKSCC, HK Share Registrar |
| **User input** | N/A |
| **System output** | PDF of Formal Admission Letter |

#### E-Form Data Fields

For fields marked with “[security type]” and “[security type holder]”, the display should be based on the table below.

[Security type] will be displayed automatically in PDF generated placement/ pre-deposit form (for Greenshoe and non-Greenshoe).

|  |  |  |
| --- | --- | --- |
| **Securities to be Listed [IPO Initiation Field #17]** | **[Security type]** | **[Security type holder]** |
| Ordinary shares | Shares | Shareholders |
| Ordinary shares (H shares) |
| Ordinary shares (conversion from B to H shares) |
| Preference shares |
| Real Estate Investment Trust | Units | Unitholders |
| Exchange Traded Product |
| Depositary Receipts | Receipts | DR Holders |
| Stapled Securities | Units | Unitholders |
| Others (please fill in) | Shares | Shareholders |

**Item-1: Placement / Pre-deposit form (non-Greenshoe)**

**Section A: Supporting Documentation(s)**

Users can upload supporting documents for the e-form.

Terms and Conditions related undertakings will be targeted to the incorporated as part of the General T&C and may be subjected to be de-scoped from the requirements (subject to Legal to review)

Displayed in User Interface:

There will be a free text box which will include information in the ‘Declaration Undertaking Reference (non-Greenshoe).

In the e-form, there are two mandatory tick boxes (default unticked) for Submitters to confirm the following declarations before submission:

1. “I hereby confirm the information provided is true and accurate, has been approved by the issuer [IPO Initiation Field # 2 (Name of Issuer)] and its other advisers, and bound by the Terms and Condition.”
2. “I hereby acknowledge that any submission of online form that is made after the HKSCC deadline of [Pre-deposit / Placing Shares Delivery Date -1 business day] 17:00 may result in a delay in the deposit of shares into CCASS.”

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Field name** | **Input method** | **Max field length** | **Notes** |
| 1 | Supporting documents – Share Certificate Specimen | File upload | N/A | Optional: single file upload function:  Max file size per upload: 38mb  Formats: PDF / JPEG / PNG  If it is uploaded, it is appended to the final page of the PDF generated.  Assistive text: “Please upload share certificate specimen here.” |
| 2 | Supporting Documents – Others | File upload | N/A | Mandatory: up to ten files upload function, such as board resolutions and allotment minutes.  Max file size per upload: 40mb  Formats: PDF / JPEG / PNG  Assistive text: “Please upload supporting documents (others) such as board resolution here.” |
| 3 | Transfer from Overseas Share Registrar to Hong Kong Share Registrar | Tick box | N/A | -Default unticked  Optional:  If it is clicked, it will add the following text in the Placement form / Pre-deposit form:  “We hereby confirm that the depositing securities are originated from a transfer from the Issuer’s overseas share register to its Hong Kong share register and confirm to [provide HKSCC a board resolution issued by the Company for approving the above-mentioned deposit of Shares which are originated from a transfer from the Company’s overseas share register to its Hong Kong share register.” |
| 4 | Name of Depositary | Text string | 80 | -Mandatory input and editable only if IPO Initiation Field #17 = **“Depositary Receipts**”, if else non-editable field  -Free text field |
| 5 | Name of Trustee-Manager | Text string | 80 | -Mandatory input and editable only if IPO Initiation Field #17 = **“Stapled Securities”**, if else non-editable field  -Free text field |

**Section B: Settlement Arrangement**

This section specifies up to **10** CCASS participant accounts into which the institutional offer shares should be deposited on the [pre-deposit/ placing shares delivery date (IPO Initiation field #57)]:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Data field** | **Input method** | **Max field length** | **Notes** |
| 4 | Number of Securities | 0 | Integer | -Minimum of one entry, maximum of up to ten entries  -Field validation include:   1. For non-pre deposit type (E-form data field #5, total amount across all data fields should not exceed the final size of the institutional offer. 2. Total of “Pre-deposit” amount cannot exceed the total amount for [IPO Initiation Field # 30 (Number of shares held by existing shareholders)] |
| 5 | New / Borrowed / Sale / Pre-Deposit | List  (single selection) | N/A (80 for free text) | Mandatory: Dropdown selection for the following choices in specified order:   |  | | --- | | New | | Borrowed | | Sale | | Pre-deposit | | Others (please fill in) [Prompt free text] |   If IPO Initiation field #16 (Offering Type) = “By introduction”; then only ‘Pre-Deposit’ and ‘Others’ are allowed for selection |
| 6 | Name of Shareholder | Text string | 80 | - Mandatory:  If field #4 = ‘New’, non-editable as ‘HKSCC Nominees Limited’  If field #4 = ‘Borrowed’ / ‘Sale’ / ‘Pre-deposit’ / ‘Others’, prompt free text input |
| 7 | CCASS Participant ID / Name | List  (single selection) | N/A | - Mandatory:  List of Participants from Participant Master displaying:   * Participant ID (Participant Master Field #2) * Full Name 1 (Participant Master Field #11) * Full Name 2 (Participant Master Field #12) |
| 8 | Remarks | Text string | 1,000 | Optional: for Submitter to input remarks for ADR withdrawal fee concession  Assistive text:  “Submitter to provide any indication if the pre-deposit shares is subjected to withdrawal fee concession”. |

Output (PDF generated) template for Placement/ Pre-deposit template (non-Greenshoe):



The PDF of Placement / Pre-Deposit Form is generated by filling the above template with the e-form data fields as specified in Section A & B and the data fields coming from other parts of FINI (see the table below):

The output fields in the template are as follows:

|  |  |  |
| --- | --- | --- |
| **#** | **Data field** | **Output logic** |
| 8 | Securities to be Admitted into CCASS | * Securities to be listed [IPO initiation Field #17] |
| 9 | Name of issuer | * Company name (English full) [IPO initiation Field #2] |
| 10 | Registrar | * Name of HK share registrar [IPO initiation Field #48] |
| 11 | Sponsor | * Name of Principal Sponsor [IPO initiation Field #40] AND Name of Sponsor(s) [IPO initiation Field #41] |
| 12 | Board lot size | * Board lot size [IPO initiation Field #24] |
| 13 | Settlement Instructions (SI) Input Date | * Settlement Instructions (SI) Input Date [IPO initiation Field #56] |
| 14 | Certificates Delivery Date | * Placing shares delivery date [IPO initiation Field #57] |
| 15 | Name of Depositary | * Input from e-form data field #5 (Name of Depositary) |
| 16 | Name of Trustee-Manager | * Input from e-form data field #6 (Name of Trustee-Manager) |
| 17 | Total Quantity | * Sum of e-form data field #3 (Number of Securities) |
| 18 | No of Sale/ Borrowed / Pre-Deposit shares | * Sum of e-form data field #3 (Number of Securities), **and** applicable field #4 = ‘Sale’ / ‘Borrowed’ / ‘Pre-Deposit’ |
| 19 | Share certificate specimen | * Input from e-form data field #2 (Share certificate specimen) |

**Item-2: Placement form (Greenshoe)**

Terms and Conditions related undertakings will be targeted to the incorporated as part of the T &C (subject to Legal to incorporate and review) and may be subjected to be de-scoped when appropriate.

Displayed in User Interface:

There will be a free text box which will include information in the ‘Declaration Undertaking Reference (non-Greenshoe).

In the e-form, there are two mandatory tick boxes (default unticked) for Submitters to confirm the following declarations before submission:

1. “I hereby confirm the information provided is true and accurate, has been approved by the issuer [IPO Initiation Field # 2 (Name of Issuer)] and its other advisers, and bound by the Terms and Condition.”
2. “I hereby acknowledge that any submission of online form that is made after the HKSCC deadline of [Greenshoe submission date] 17:00 may result in a delay in the deposit of shares into CCASS.”

Section A: Supporting Documentation(s)

Users can upload supporting documents for the e-form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Field name** | **Input method** | **Max field length** | **Notes** |
| 1 | Supporting documents – Share Certificate Specimen | File upload | N/A | Optional: single file upload function:  Max file size per upload: 38mb  Formats: PDF / JPEG / PNG  If it is uploaded, it is appended to the final page of the PDF generated.  Assistive text: “Please upload share certificate specimen here.” |
| 2 | Supporting Documents – Others | File upload | N/A | Mandatory: up to ten files upload function, such as board resolutions and allotment minutes.  Max file size per upload: 40mb  Formats: PDF / JPEG / PNG  Assistive text: “Please upload supporting documents (others) such as board resolution here.” |
| 3 | Name of Depositary | Text string | 80 | -Mandatory input and editable only if IPO Initiation Field #17 = **“Depositary Receipts**”, if else non-editable field  -Free text field |
| 4 | Name of Trustee-Manager | Text string | 80 | -Mandatory input and editable only if IPO Initiation Field #17 = **“Stapled Securities”**, if else non-editable field  -Free text field |

Section B: Settlement Arrangement

Displayed in User Interface:

1. Over-allocation % (Number of Security) Available
   1. Retrieved from Over-allocation (No of security) refer to [Institutional offer sizing field #6]
2. Over-allocation % (Number of Security) Remaining
   1. Calculated with the following logic where [A] – [B] – [C] – [D]
   2. [A] is Over-allocation (Number of [Security type]) [Institutional Offer Sizing Field #6]
   3. [B] is the sum of field #3 (Number of Securities) in all the e-forms, which have been cleared
   4. [C] is the sum of field #3 (Number of Securities) in the current e-form after save or submit
   5. [D] is the sum of field #3 (Number of Securities) in all the e-forms, which have been deleted after the e-form is cleared
   6. After the e-form is saved or submitted, the figures are refreshed per calculation logic

This section specifies up to 10 CCASS participant accounts into which the institutional offer shares should be deposited on the [pre-deposit/ placing shares delivery date (IPO Initiation field #57)]. In addition, Greenshoe will allow multiple form submission.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **Data field** | **Input method** | **Max field length** | **Notes** |
| 5 | Number of Securities | 0 | Integer | -Minimum of one entry, maximum of up to ten entries |
| 6 | New | N/A | N/A | Non-editable as ‘New’ |
| 7 | Name of Shareholder | N/A | N/A | Non-editable as ‘HKSCC Nominees Limited’ |
| 8 | CCASS Participant ID / Name | List  (single selection) | N/A | Mandatory: List of Participants from Participant Master displaying:   * Participant ID (Participant Master Field #2) * Full Name 1 (Participant Master Field #11) * Full Name 2 (Participant Master Field #12) |
| 9 | Remarks | Text string | 1,000 | Optional: for Submitter to input remarks for ADR withdrawal fee concession  Assistive text:  “Submitter to provide any indication if the pre-deposit shares is subjected to withdrawal fee concession”. |

Output (PDF generated) template for Placement form template (Greenshoe):



|  |  |  |
| --- | --- | --- |
| **#** | **Data field** | **Output logic** |
| 8 | Securities to be Admitted into CCASS | * Securities to be listed [IPO initiation Field #17] |
| 9 | Name of issuer | * Company name (English full) [IPO initiation Field #2] |
| 10 | Registrar | * Name of HK share registrar [IPO initiation Field #48] |
| 11 | Sponsor | * Name of Principal Sponsor [IPO initiation Field #40] AND Name of Sponsor(s) [IPO initiation Field #41] |
| 12 | Board lot size | * Board lot size [IPO initiation Field #24] |
| 13 | Certificates Delivery Date | * Placing shares delivery date [IPO initiation Field #57] |
| 14 | Name of Depositary | * Input from e-form data field #5 (Name of Depositary) |
| 15 | Name of Trustee-Manager | * Input from e-form data field #6 (Name of Trustee-Manager) |
| 16 | Total Quantity | * Sum of e-form data field #3 (Number of Securities) |
| 17 | Share certificate specimen | * Input from e-form data field #2 (Share certificate specimen) |

**Item-3: Formal admission letter**

The output of the letter to Sponsor should take reference from following attachment:



|  |  |  |
| --- | --- | --- |
| **#** | **Data field** | **Output logic** |
| 1 | Reference number | * Case number [IPO initiation Field #1] |
| 2 | Approval date | * Refers to 5pm, Pre-deposit / Placing Shares Delivery Date - 1 CCHK CCASS Working Day **and** IPO state is not ‘Cancelled’ / ‘Suspended’ ‘Invalidated’) |
| 3 | Sponsor name | * Name of Principal Sponsor [IPO initiation Field #40] |
| 4 | Type of Securities | * Securities to be listed [IPO initiation Field #17] |
| 5 | Name of Issuer | * Company name (English full) [IPO initiation Field #2] |
| 6 | Listing date | * Commence of trading date [IPO initiation Field #57] |

Declaration Undertaking included in free text field:

For Non-Greenshoe:

|  |
| --- |
| **Declaration Undertaking (Non-Greenshoe)** |
| By submission and completion of the placement / pre-deposit form, you are subjected to agree on the following Terms and Conditions:  We, on the instructions of the Issuer, hereby advise that the securities (the “Securities”) sponsored/arranged by us shall be delivered through CCASS. Details of the Securities, the Issuer’s designated CCASS Participant name, and Certificate Delivery Date set out in online form.  [Declaration undertaking on Settlement Arrangement]  [Applicable for new shares only]  [We hereby confirm that we have already instructed the Registrar to issue the certificates representing the Securities in the name of HKSCC Nominees Limited according to your requested denominations and to deliver the same to CCASS Depository for credit to the stock account number 02 of the above mentioned CCASS Participant on the Certificates Delivery Date.  We acknowledge that the SI Input Date is the earliest possible date for CCASS Participants to input SI into CCASS. Settlement of SI transactions will, however, only be effected after the Securities are credited to the stock account of the designated CCASS Participant.  We undertake to indemnify you against all actions, claims, proceedings, costs and expenses, damages, losses or liabilities which may be brought against you or suffered or incurred by you as a result of or in connection with any question as to the title or validity of the Securities to be issued in the name of HKSCC Nominees Limited as aforesaid and to be deposited into CCASS.]  [Applicable for sale /borrowed / pre-deposited shares]  [In connection with the deposit of our [Number of sale/ borrowed/ pre-deposited] existing issued Securities into CCASS before they are listed on The Stock Exchange of Hong Kong Limited, tentatively on (the “Listing Day”), we confirm to HKSCC that the Securities upon depositing with CCASS are legally owned by person(s) whose name(s) is(are) shown on the relevant certificate(s) as listed above and that such person(s) has(have) been duly recorded in the Register of Members of the Company as the holder(s) of the Securities.  Further, we undertake to HKSCC that we shall:  1. arrange for deposit of the relevant certificate(s) together with the duly executed transfer form(s) no later than the Certificates Delivery Date; and  2. procure our share registrar in Hong Kong to complete the registration of the Securities into the name of HKSCC Nominees Limited (“HKSCC Nom”) within a turnaround period of one business day without imposing any registration fee on HKSCC Nom and to make available the certificate(s) so issued in the denominations specified by the CCASS Depository for collection one business day after the Certificate Delivery Date; and  3. indemnify HKSCC and/or HKSCC Nom against any damages, losses and/or costs that it may suffer should there be any defect in the title of the Securities deposited into CCASS.]  [When Transfer from Overseas Share Registrar to Hong Kong Share Registrar tick box is ticked ]  We hereby confirm that the depositing securities are originated from a transfer from the Issuer’s overseas share register to its Hong Kong share register and confirm to [provide HKSCC a board resolution issued by the Company for approving the above-mentioned deposit of Shares which are originated from a transfer from the Company’s overseas share register to its Hong Kong share register”  Subject to the acceptance of the above by HKSCC, we acknowledge that (i) should we fail to comply with any of the aforesaid arrangement, the Securities represented by the relevant certificate(s) may be rejected for deposit into CCASS prior to the Listing Day; and (ii) HKSCC shall not be liable and/or responsible for such rejection and shall hold harmless in respect of any damages, losses and/or costs that we may suffer or incur as a result thereof. |

For Greenshoe:

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| **Declaration Undertaking (Greenshoe)** |
| By submission and completion of the placement / pre-deposit form, you are subjected to agree on the following Terms and Conditions:  We, on the instructions of the Issuer, hereby advise that the securities(the “Securities”) sponsored/arranged by us shall be delivered through CCASS. Details of the Securities, the Issuer’s designated CCASS Participant name, and Certificate Delivery Date set out in online form.  [Declaration undertaking on Settlement Arrangement]  [Applicable for new shares only]  [We hereby confirm that we have already instructed the Registrar to issue the certificates representing the Securities in the name of HKSCC Nominees Limited according to your requested denominations and to deliver the same to CCASS Depository for credit to the stock account number 02 of the above mentioned CCASS Participant on the Certificates Delivery Date.  We acknowledge that the SI Input Date is the earliest possible date for CCASS Participants to input SI into CCASS. Settlement of SI transactions will, however, only be effected after the Securities are credited to the stock account of the designated CCASS Participant.  We undertake to indemnify you against all actions, claims, proceedings, costs and expenses, damages, losses or liabilities which may be brought against you or suffered or incurred by you as a result of or in connection with any question as to the title or validity of the Securities to be issued in the name of HKSCC Nominees Limited as aforesaid and to be deposited into CCASS.] |

#### Statuses and User Permissions

**Item-1: Placement form / Pre-deposit form (non-Greenshoe)**

At any time, there is only one e-form in circulation.

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| # | **Sub-flow status** | **Principal Lead Broker /**  **Lead Underwriter /**  **Principal Sponsor /**  **Other Sponsor(s) /**  **Legal Advisor (Sponsor) /**  **Legal Advisor (Issuer)** | **HKSCC** | **HK Share Registrar /**  **Distributors** |
| 1 | **Pending** | * **Input / amend** data fieldswithin the e-form * **Save** the e-form * **Submit** e-form | * **No permission** | * **No permission** |
| 2 | **Submitted** | * **Enquire** the submitted e-form | * **Change status** of submitted e-form to “Finalized” * **Change status** of submitted e-form back to “Reverted” for amendment and **Write comment** | * **No permission** |
| 3 | **Reverted** | * **Amend** data fieldswithin the e-form * **Save** the e-form * **Submit** e-form | * **Enquire** the e-form (last submitted image) | * **No permission** |
| 4 | **Finalised** | * **Enquire** the finalised e-form | * **Enquire** the finalised e-form | * **Enquire** the finalised e-form |

**Item-2: Placement form (Greenshoe)**

At any time, there is only one e-form in circulation. A new e-form can be submitted only after the current e-form is finalised.

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| # | **Sub-flow status** | **Principal Lead Broker /**  **Lead Underwriter /**  **Principal Sponsor /**  **Other Sponsor(s) /**  **Legal Advisor (Sponsor) /**  **Legal Advisor (Issuer)** | **HKSCC** | **HK Share Registrar /**  **Distributors** |
| 1 | **Pending** | * **Input / amend** data fieldswithin the e-form * **Save** the e-form * **Submit** e-form | * **No permission** | * **No permission** |
| 2 | **Submitted** | * **Enquire** the submitted e-form | * **Change status** of submitted e-form to “Finalized” * **Change status** of submitted e-form back to “Reverted” for amendment and **Write comment** | * **No permission** |
| 3 | **Reverted** | * **Amend** data fieldswithin the e-form * **Save** the e-form * **Submit** e-form | * **Enquire** the e-form (last submitted image) | * **No permission** |
| 4 | **Finalized** | * **Enquire** the finalised e-form | * **Enquire** the finalised e-form | * **Enquire** the finalised e-form |

#### Validation Checks / System Tasks

**Item 1: Placement form / Pre-deposit form (non-Greenshoe)** (TBD on wordings on notification)

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| **#** | **Validation Check / Action** | **Condition** | **System Task** |
| 1 | Remind submission of e-form | Approval of placee allocation by Regulator (HKEX) | * **Enable** the [Submit] button on the e-form * **Prompt notification [All Submitter]** (“REMINDER: You can submit e-form for Placement form / Pre-deposit form (non-Greenshoe).”) * **Send email [All Submitter]** (“REMINDER: You can submit e-form for Placement form / Pre-deposit form (non-Greenshoe).”) (TBD covered in UI session) |
| 2 | Mandatory tick box is not selected | At the point of e-form submission | * **Reject submission** * **Prompt Error message** (“Please input tick box before submission of form” |
| 3 | Upload file with wrong format for the field #1 (Supporting documents – Share Certificate Specimen) | At the point of file upload | * **Reject upload** * **Prompt Error message** (“Only PDF / JPEG / PNG is allowed.”) |
| 4 | Upload file with file size exceeding limit for the field #1 (Supporting documents – Share Certificate Specimen) | At the point of file upload | * **Reject upload** * **Prompt Error message** (“Maximum file size is 38mb.”) |
| 5 | Upload file with wrong format for the field #2 (Supporting Documents – Others) | At the point of file upload | * **Reject upload** * **Prompt Error message** (“Only PDF / JPEG / PNG is allowed.”) |
| 6 | Upload file with file size exceeding limit for the field #2 (Supporting Documents – Others) | At the point of file upload | * **Reject upload** * **Prompt Error message** (“Maximum file size is 40mb.”) |
| 7 | **Save** an e-form but another Submitter has just **saved** the e-form before that | At the point of e-form saving (before validation check) | * **Reject saving** * **Prompt Error message** (“The form is updated. Please refresh the page.”) |
| 8 | **Save** an e-form but another Submitter has just **submitted** the e-form before that | At the point of e-form saving (before validation check) | * **Reject saving** * **Prompt Error message** (“The e-form has been submitted by someone else. It is not open for further amendment unless it is returned by the System.”) |
| 9 | Save an e-form with wrong field format (e.g. enter alphabetical letters to numeric field) | At the point of e-form saving | * **Reject saving** * **Flag out** error fields * **Prompt Error message** (“Please correct the error fields before saving the e-form.”) |
| 10 | **Submit** the e-form but another Submitter has just **saved** the e-form before that | At the point of e-form submission (before validation check) | * **Reject submission** * **Prompt Error message** (“The form is updated. Please refresh the page.”) |
| 11 | **Submit** the e-form but another Submitter has just **submitted** the e-form that | At the point of e-form submission (before validation check) | * **Reject submission** * **Prompt Error message** (“The e-form has been submitted by someone else. It is not open for further amendment unless it is returned by the System.”) |
| 12 | Submit e-form with ≥ 1 empty data field(s) | At the point of e-form submission (before validation check) | * **Reject submission** * **Prompt Error message** (“[Data field] cannot be left blank.”) * **Flag out** incomplete fields |
| 13 | Submit an e-form with wrong field format (e.g. enter alphabetical letters to numeric field) | At the point of e-form submission | * **Reject submission** * **Flag out** error fields * **Prompt Error message** (“Please correct the error fields before submitting the e-form.”) |
| 14 | Submit the e-form successfully | At the point of e-form submission (passing the validation check) | * **Accept submission** * **Change status** of e-form to ‘Submitted’ * **Lock the e-form** to prevent amendment, saving and submission * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: An e-form for Placement form / Pre-deposit form (non-Greenshoe) has been submitted.”) * **Send email [All Submitter / HKSCC]** (“REMINDER: An e-form for Placement form / Pre-deposit form (non-Greenshoe) has been submitted.”) |
| 15 | Revert the e-form by HKSCC | At the point of e-form revert | * **Change status** of e-form to ‘Reverted’ * **Unlock the e-form** to allow amendment, saving and submission * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: An e-form for Placement form / Pre-deposit form (non-Greenshoe) has been reverted.”) * **Send email [All Submitter / HKSCC]** (“REMINDER: An e-form for Placement form / Pre-deposit form (non-Greenshoe) has been reverted.”) |
| 16 | Clear the e-form by HKSCC | At the point of e-form clear | * **Change status** of e-form to ‘Finalised’ * **Generate** PDF of Placement form / Pre-deposit form (non-greenshoe) * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: The PDF for Placement form / Pre-deposit form (non-Greenshoe) has been generated.”) * **Send email with PDF attachment (encrypted by AES-256) [Depo Team]** (“REMINDER: Please see the attached PDF of Placement form / Pre-deposit form (non-Greenshoe) has been generated.”) * **Send email without PDF attachment [All Submitter]** (“REMINDER: Please login FINI to download the PDF of Placement form / Pre-deposit form (non-Greenshoe).”) |
| 16 | No e-form has been submitted | 4pm, Pre-deposit / Placing Shares Delivery Date - 1 Trading Day | * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: The placement/ pre-deposit e-form should be approved at 17:00 today and failure may result in a delay in the deposit of shares into CCASS”) |
| 17 | No e-form has been submitted | 5pm, Pre-deposit / Placing Shares Delivery Date - 1 Trading Day | * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: Please submit e-form of Placement form / Pre-deposit form (non-greenshoe).”) * **Send email [All Submitter / HKSCC]** (“REMINDER: Please submit e-form of Placement form / Pre-deposit form (non-greenshoe).”) |
| 18 | No e-form has been cleared | 2:45pm, Pre-deposit / Placing Shares Delivery Date | * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: Please submit e-form of Placement form / Pre-deposit form (non-greenshoe).”) * **Send email [All Submitter / HKSCC]** (“REMINDER: Please submit e-form of Placement form / Pre-deposit form (non-greenshoe).”) |
| 19 | No e-form has been cleared | 3:45pm, Pre-deposit / Placing Shares Delivery Date | * **Disable the e-form** to prevent amendment, saving and submission * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: It has passed the deadline of e-form of Placement form / Pre-deposit form (non-greenshoe).”) * **Send email [All Submitter / HKSCC / Depo Team]** (“REMINDER: It has passed the deadline of e-form of Placement form / Pre-deposit form (non-greenshoe).”) |

**Item 2: Placement form (Greenshoe)** (TBD on wordings on notification)

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| **#** | **Validation Check / Action** | **Condition** | **System Task** |
| 1 | Upload file with wrong format for the field #1 (Supporting documents – Share Certificate Specimen) | At the point of file upload | * **Reject upload** * **Prompt Error message** (“Only PDF / JPEG / PNG is allowed.”) |
| 2 | Mandatory tick box is not selected | At the point of e-form submission | * **Reject submission** * **Prompt Error message** (“Please input tick box before submission of form” |
| 3 | Upload file with file size exceeding limit for the field #1 (Supporting documents – Share Certificate Specimen) | At the point of file upload | * **Reject upload** * **Prompt Error message** (“Maximum file size is 38mb.”) |
| 4 | Upload file with wrong format for the field #2 (Supporting Documents – Others) | At the point of file upload | * **Reject upload** * **Prompt Error message** (“Only PDF / JPEG / PNG is allowed.”) |
| 5 | Upload file with file size exceeding limit for the field #2 (Supporting Documents – Others) | At the point of file upload | * **Reject upload** * **Prompt Error message** (“Maximum file size is 40mb.”) |
| 6 | **Save** an e-form but another Submitter has just **saved** the e-form before that | At the point of e-form saving (before validation check) | * **Reject saving** * **Prompt Error message** (“The form is updated. Please refresh the page.”) |
| 7 | **Save** an e-form but another Submitter has just **submitted** the e-form before that | At the point of e-form saving (before validation check) | * **Reject saving** * **Prompt Error message** (“The e-form has been submitted by someone else. It is not open for further amendment unless it is returned by the System.”) |
| 8 | Save an e-form with wrong field format (e.g. enter alphabetical letters to numeric field) | At the point of e-form saving | * **Reject saving** * **Flag out** error fields * **Prompt Error message** (“Please correct the error fields before saving the e-form.”) |
| 9 | **Submit** the e-form but another Submitter has just **saved** the e-form before that | At the point of e-form submission (before validation check) | * **Reject submission** * **Prompt Error message** (“The form is updated. Please refresh the page.”) |
| 10 | **Submit** the e-form but another Submitter has just **submitted** the e-form that | At the point of e-form submission (before validation check) | * **Reject submission** * **Prompt Error message** (“The e-form has been submitted by someone else. It is not open for further amendment unless it is returned by the System.”) |
| 11 | Submit e-form with ≥ 1 empty data field(s) | At the point of e-form submission (before validation check) | * **Reject submission** * **Prompt Error message** (“[Data field] cannot be left blank.”) * **Flag out** incomplete fields |
| 12 | Submit an e-form with wrong field format (e.g. enter alphabetical letters to numeric field) | At the point of e-form submission | * **Reject submission** * **Flag out** error fields * **Prompt Error message** (“Please correct the error fields before submitting the e-form.”) |
| 13 | Submit e-form exceeding the outstanding quota of Greenshoe option | At the point of e-form submission | * **Reject submission** * **Prompt Error message** (“The outstanding quota of Greenshoe option is insufficient.”) |
| 14 | Submit the e-form successfully | At the point of e-form submission (passing the validation check) | * **Accept submission** * **Change status** of e-form to ‘Submitted’ * **Lock the e-form** to prevent amendment, saving and submission * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: An e-form for Placement form (Greenshoe) has been submitted.”) * **Send email [All Submitter / HKSCC]** (“REMINDER: An e-form for Placement form (Greenshoe) has been submitted.”) |
| 15 | Revert the e-form by HKSCC | At the point of e-form revert | * **Change status** of e-form to ‘Reverted’ * **Unlock the e-form** to allow amendment, saving and submission * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: An e-form for Placement form (Greenshoe) has been reverted.”) * **Send email [All Submitter / HKSCC]** (“REMINDER: An e-form for Placement form (Greenshoe) has been reverted.”) |
| 16 | Clear the e-form by HKSCC | At the point of e-form clear | * **Update** outstanding quota of Greenshoe option * **Change status** of e-form to ‘Finalised’ * **Generate** PDF of Placement form (Greenshoe) * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: The PDF for Placement form (Greenshoe) has been generated.”) * **Send email with PDF attachment (encrypted by AES-256) [Depo Team]** (“REMINDER: Please see the attached PDF of Placement form (Greenshoe) has been generated.”) * **Send email without PDF attachment [All Submitter]** (“REMINDER: Please login FINI to download the PDF of Placement form (Greenshoe).”) |
| 17 | No e-form has been cleared | 2:45pm, the 30th calendar day after Pre-deposit / Placing Shares Delivery Date | * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: Please submit e-form of Placement form (Greenshoe) if needed.”) * **Send email [All Submitter / HKSCC]** (“REMINDER: Please submit e-form of Placement form (Greenshoe) if needed.”) |
| 18 | No e-form has been cleared | 3:45pm, the 30th calendar day after Pre-deposit / Placing Shares Delivery Date | * **Prompt notification [All Submitter / HKSCC]** (“REMINDER: It has passed the deadline of e-form of Placement form (Greenshoe).”) * **Send email [All Submitter / HKSCC / Depo Team]** (“REMINDER: It has passed the deadline of e-form of Placement form (Greenshoe).”) |
| 19 | No e-form has been cleared | 3:45pm, the 90th calendar day after Pre-deposit / Placing Shares Delivery Date | * **Disable the e-form** to prevent amendment, saving and submission |