



e-Submission System

User Manual

For

Publication Related Matters

March 2020

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1. Introduction

1.1. User Identification

Your company is required to register for access to the system. If your registration is successful, HKEX will create your Company Profile on the system. HKEX will also create user accounts for your company's Authorised Person, Administrator, Security Officer, Disclosure of Interests ("DI") user and up to 8 Publication Related Matter and up to 8 Listing Related Matter users. After registration, your company's Security Officer and/or Authorised Person can create additional user accounts for new users of the company, if required.

The URL of the e-Submission System (ESS) is <https://www1.eSubmission.hkex.com.hk>. A user account includes a User ID, a User Password and a One-Time Passcode generated from security token that are required to login to the system.

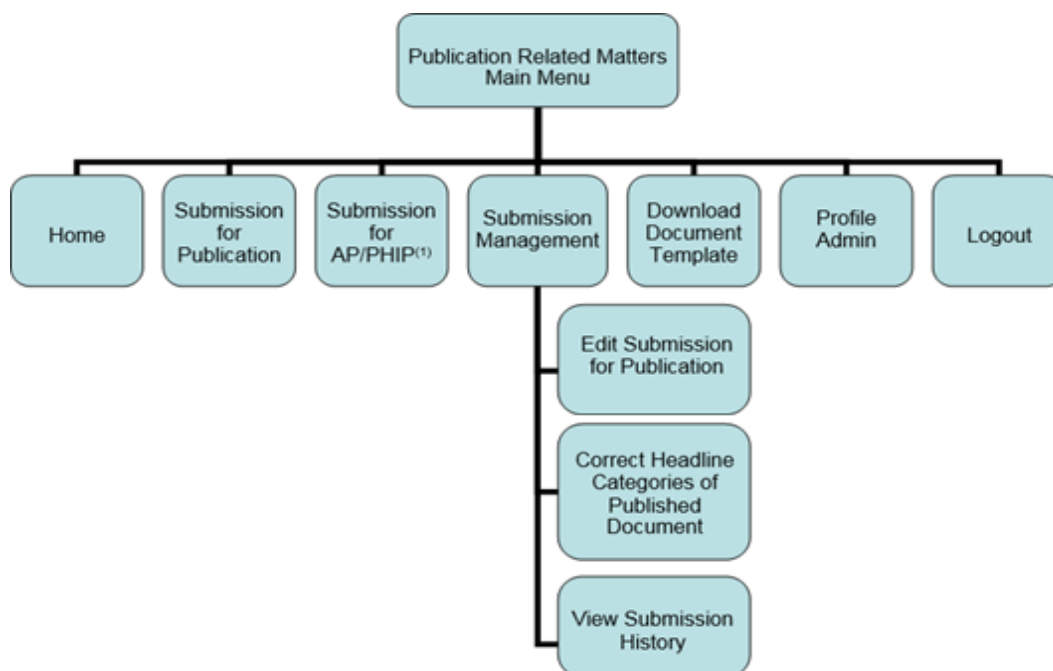
A login user should be defined as a Publication Related Matters user in order to use the functions as set out in this manual.

For Listing Related Matter users, please refer to User Manual for Listing Related Matters for further details.

For Authorised Person, Administrator, Security Officer and DI user, please refer to User Manual for Authorised Person, Administrator, Security Officer and DI user for further details.

1.2. User Menu for Publication Related Matters

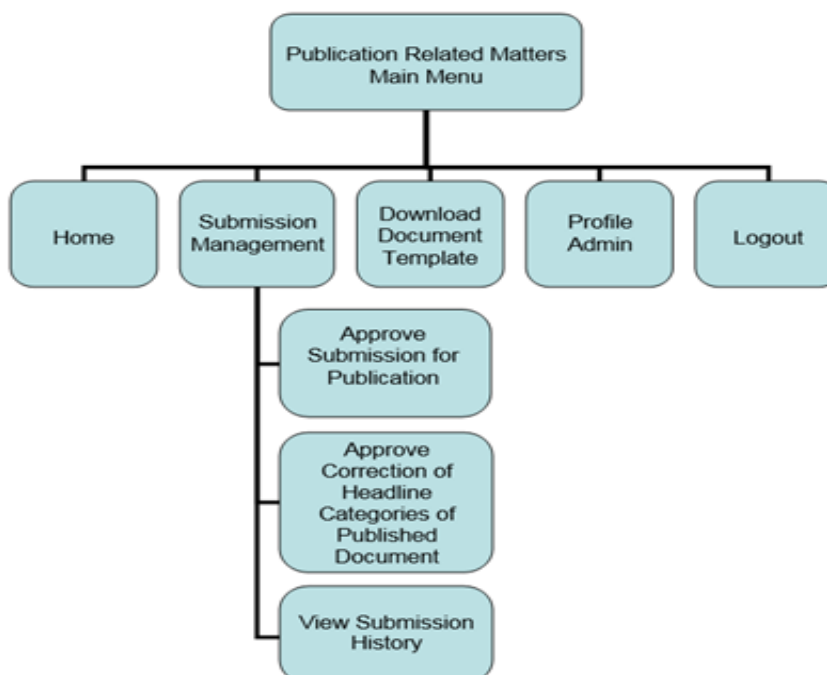
Submitter's User Menu is sub-divided into the following categories:



NOTE:

1. Submission for Application Proof/ Post Hearing Information Pack ("Submission for AP/PHIP") is applicable to Agents only.

Approver's User Menu is sub-divided into the following categories:



1.3. Site Conventions

Before Login

The screenshot shows the login interface of the e-Submission System. The header includes the HKEX logo, the system name, and font size options. The main content area contains a login form with fields for User ID, User Password, and One-Time Passcode (OTP), along with a Login button and links for SMS login, forgot credentials, and registration. A left panel displays the current date and time. The footer contains various links.

Header

HKEX 香港交易所

e-Submission System

The Stock Exchange of Hong Kong Limited

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

Font Size A A A EN 繁

14/05/2019 10:50

System Message

User ID

User Password

One-Time Passcode (OTP)

Enter the Passcode from your token

Login

Login with SMS Password

Forgot User ID

Forgot User Password

Registration

Left Panel

Content Frame

Footer Links

Terms & Conditions Site Map Contact Us Privacy Policy

After Login

The screenshot shows the dashboard after a successful login. The header is similar to the login page. A main menu bar is present below the header, containing links to Home, Submission for Publication, Submission Management, Download Document Template, Profile Admin, and Logout. The main content area features a system message box and a large content frame. The footer contains a comprehensive list of links for quick reference.

HKEX 香港交易所

e-Submission System

The Stock Exchange of Hong Kong Limited

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

Font Size A A A EN 繁

Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 14/05/2019 11:15

Main Menu


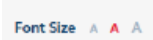
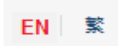
System Message

Content Frame

Quick Ref (Listing) Quick Ref (Publication) User Manual (Listing) User Manual (Publication) User Manual (Admin / Security Officer / DI user) Terms & Conditions Site Map

Contact Us Privacy Policy

Header

-  – Clickable link to Home Page of the HKEX website.
-  – Font size selection icon (i.e. Small/Normal/Large) to select the displayed font size of the Left Panel and the Content Frame of the ESS website. The font size of the button will remain intact even if the font size is changed. Normal font size is selected by default.
-  – Language selection icon (i.e. English and Traditional Chinese) to select the displayed language.

Left Panel

- Display the system date/time and general information.

Content Frame

Before login,

- Display the login page content and links to Login with SMS Password, Forgot User ID, Forgot User Password and Registration.

After login, the Content Frame will extend to the Left Panel for display the Function page content.

- Display the Login User Name and the system date/ time at the top left.
- The appointment detail (displayed for approvers only if the Appointment of Approvers function is enabled) including:-
 - List of Appointed Approvers - the hyperlink to the List of Approvers of your company; and
 - The expiry date/time of the appointment; and/or
 - The No. of Submission Available.



System Message Area

- Error message is displayed on red message area.
- Information message is displayed on green message area.

Main Menu

- A drop-down menu will be displayed when placing the cursor over the menu item.

Footer Links

- Link to general information for user's reference.

1.4. Document Conventions

The screenshot shows the HKEX e-Submission System interface. At the top, the HKEX logo and 'e-Submission System' title are visible. Below the title, the text 'The Stock Exchange of Hong Kong Limited' and '(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)' are displayed. A red navigation bar contains links: Home, Submission for Publication, Submission Management, Download Document Template, Profile Admin, and Logout. A 'Menu Item' label points to the 'Submission Management' link. Below the navigation bar, a welcome message 'Welcome Tai Man Chan | 14/05/2019 11:26' is shown. The main content area is titled 'Company Profile' and contains a 'Page' label. Under 'Company Details', there are several input fields: 'Company Code' (LG08131), 'Company Name (English)' (ABC Multiactive Limited), 'Company Name (Chinese)' (辰星科技有限公司), 'Company Website' (http://www.hklistco.com/8131), 'Address (English)' (ADDRESS), 'Address (Chinese)' (Chinese Address line 1 to 4), and 'Fax No.'. A 'Field' label points to the 'Company Name (Chinese)' field. At the bottom of the form, there are two buttons: 'My Profile' and 'Back to Home'. An 'Action Button' label points to the 'Back to Home' button.

The following conventions will be used in this manual:

Menu Item

- In bold, e.g. **Submission for Publication**

Page

- In bold, italic, e.g. ***Company Profile***

Field

- In italic, e.g. *Company Website*

Action Button

- In capital letters, e.g. MY PROFILE

2. Login to e-Submission System

You must login to the ESS for submission or profile maintenance. Open the web browser and enter the web address: <https://www1.esubmission.hkex.com.hk>. The **ESS Main** page (i.e. the login page) will be displayed.

The screenshot shows the 'e-Submission System' login page. At the top left is the HKEX logo (香港交易所). The page title is 'e-Submission System' with the subtitle 'The Stock Exchange of Hong Kong Limited (A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)'. On the right, there are links for 'Font Size', 'A', 'A', and 'EN'. The date '14/06/2019 12:23' is displayed on the left. The login form includes fields for 'User ID', 'User Password', and 'One-Time Passcode (OTP)', with a note 'Enter the Passcode from your token'. Below these fields are buttons for 'Login', 'Login with SMS Password', 'Forgot User ID', 'Forgot User Password', and 'Registration'. At the bottom, there are links for 'Terms & Conditions', 'Site Map', 'Contact Us', and 'Privacy Policy'.

Figure 2.1 ESS Main Page

2.1. First-time login to ESS

You need to setup your security token on your first-time login to the ESS. Download the software token application “SafeNet MobilePASS” on your mobile device from App Store or Google Play™ before your first-time login.

2.1.1. User Activation via Software Token (MobilePASS)

1. At the login page, input your *User ID*. **User Activation** page will be displayed.

The screenshot shows the 'User Activation' page. It features the HKEX logo and the same page title and subtitle as Figure 2.1. The date is '11/04/2019 14:31'. The page includes a 'Help' link. The form fields are marked with an asterisk (*) to denote mandatory fields: 'User ID' (with a value '04444PPRQMS'), 'User Registered Email Address', 'New Password' (with a note: 'New Password (After password is case-sensitive, a combination of letters both upper & lower case/and number (0-9) and between 8 and 16 characters)'), 'Confirm New Password', 'Token Policy String' (with a 'Request' button and an 'Example >>' link), 'Activation Code' (with three input boxes and an 'Example >>' link), and 'One-Time Password' (with a 'Request' button and an 'Example >>' link). At the bottom are 'Activate' and 'Cancel' buttons. The footer contains links for 'Terms & Conditions', 'Site Map', 'Contact Us', and 'Privacy Policy'.

Figure 2.2 User Activation page

2. Fill in your *Registered Email Address*.
3. To setup your password, type in a new password in *New Password* and re-enter the new password in *Confirm New Password*.

NOTE:

User password is case-sensitive. It must be 8 to 15 characters long with a combination of letters (both upper & lower case) and number (0-9).

4. Click REQUEST. The *Token Policy String* will be displayed on **User Activation** page. (see step 9 below)
5. Launch your MobilePASS in your mobile device.
6. Create a software token on your MobilePASS.

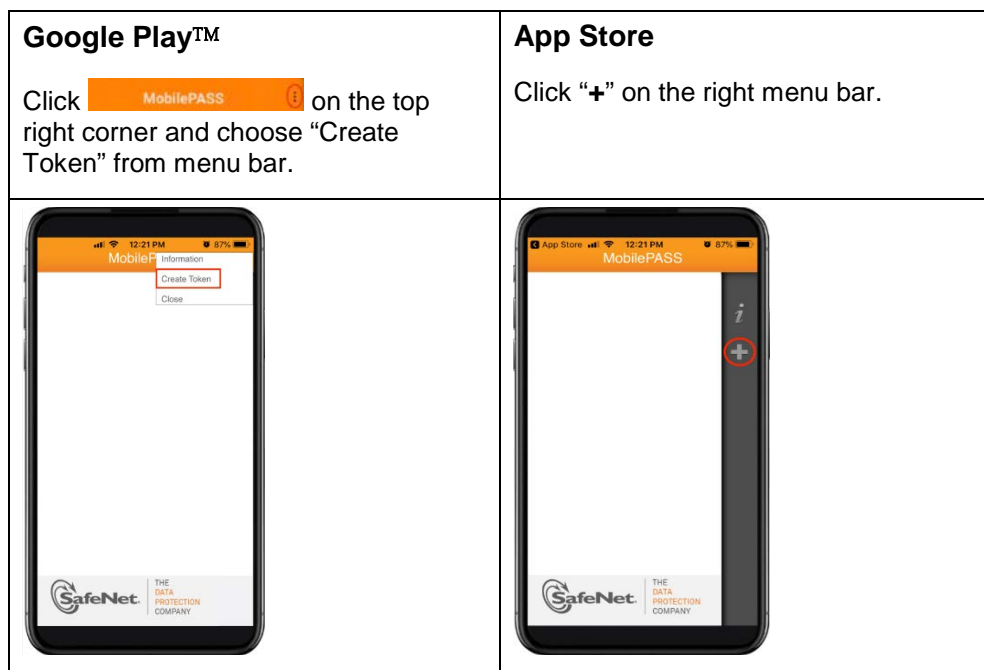


Figure 2.3 MobilePASS Application Menu

7. On your MobilePASS, input your New Token Name and tap "Activate".

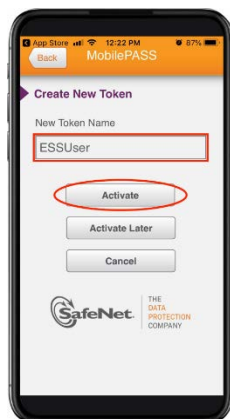


Figure 2.4 MobilePASS – Create New Token

8. On your MobilePASS, tap "Manual Enrollment". ("Auto Enrollment" is not applicable to ESS)

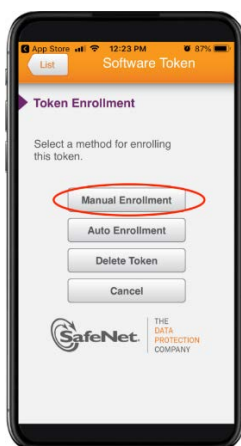


Figure 2.5 MobilePASS - Token Enrollment

9. Input the *Token Policy String* (generated in step 4) to the MobilePASS and tap "Continue".

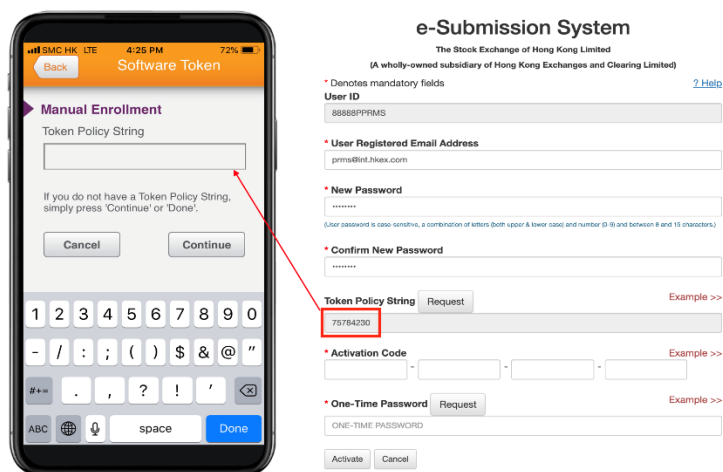


Figure 2.6 MobilePASS - Token Policy String

10. An Activation Code will be displayed on MobilePASS screen. Enter the *Activation Code* on **User Activation** page. DO NOT tap “Continue” on MobilePASS screen until you have activated your account successfully (see step 14 below).

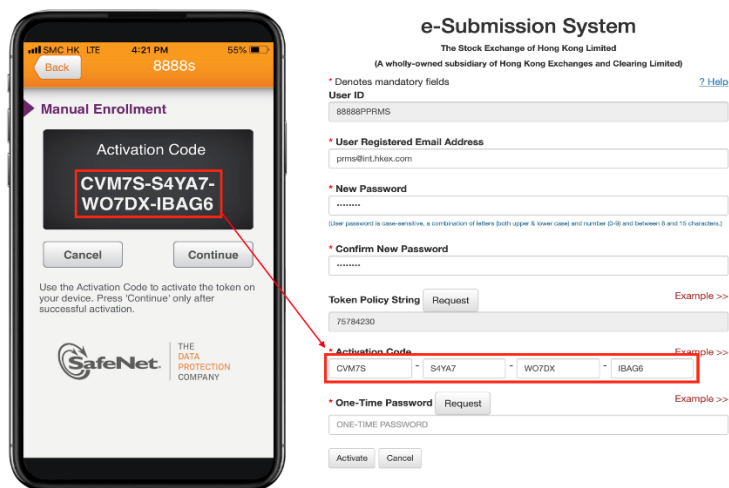


Figure 2.7 MobilePASS – Activation Code

11. Click REQUEST on **User Activation** page. A One-Time Password will send to your registered mobile phone number via SMS and to your registered email address via email. Input *One-Time Password*.

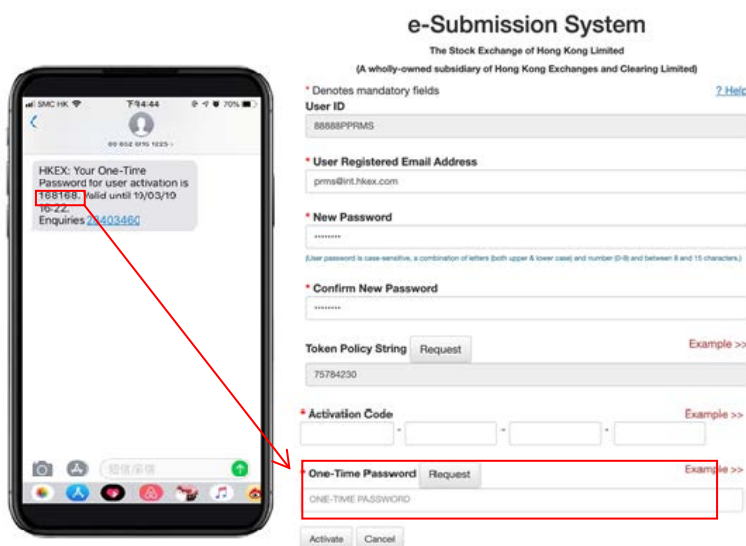


Figure 2.8 One-Time Password sent via SMS to registered mobile phone number

12. Click ACTIVATE.

13. If your user account has been activated successfully, the acknowledgement page will be displayed. You will be redirected to **User Main** page after 5 seconds.

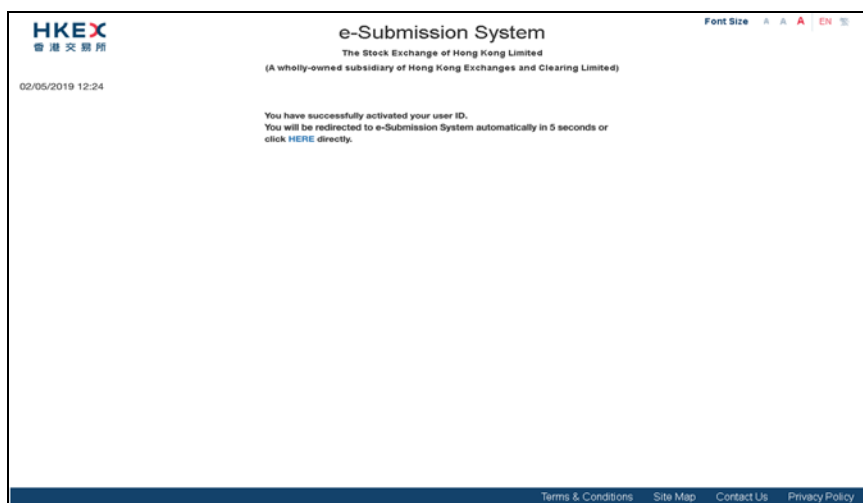


Figure 2.9 Successful activation screen

14. Tap "Continue" on MobilePASS screen to generate One-Time Passcode.

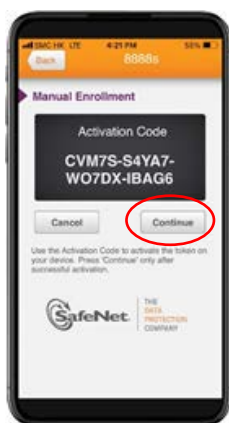


Figure 2.10 MobilePASS – Generate One-Time Passcode

15. Login to ESS by inputting your *User ID*, *User Password* and *One-Time Passcode* generated from your MobilePASS.

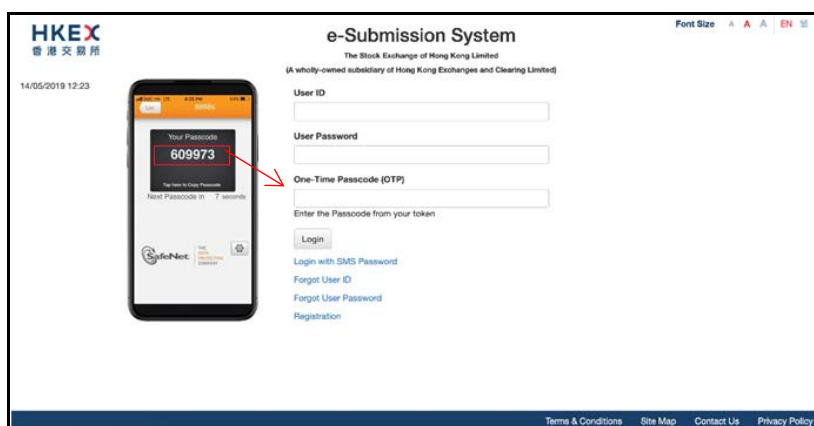


Figure 2.11 One-Time Passcode generated from MobilePASS

NOTE:


- Following the steps above, you can set up multiple tokens (up to 10 user accounts) within a single MobilePASS application if you have different roles in the ESS.
- If your assigned token has been revoked previously (e.g. change of mobile device), your Security Officer has to assign a new token to you. You have to repeat the steps above to re-activate your user account.
- If you have tapped “Continue” on MobilePASS screen accidentally such that you could not enter the Token Policy String in step 9 or Activation Code in step 10 above, you need to remove the token from your MobilePASS application and restart the user activation from step 1 again. You can follow the steps below to remove a token.
 - Tap  on the token screen;
 - Then, tap “Delete Token”(“Deactivate Token” is not applicable to ESS);
 - Tap “Delete” to confirm, your token will be removed from your MobilePASS. A deleted token cannot be used again.



Figure 2.12 MobilePASS – Delete a token


- If you need to change the token name of your assigned token, you can follow the steps below.
 - Tap  on the token screen;
 - Then, tap “Change Token Name”;
 - Enter a new token name and tap “Continue”.
 - Your token will be displayed with the new token name.



Figure 2.13 MobilePASS – Change Token Name

2.2. Logging into the ESS

1. On ESS **Main** page, enter your *User ID*, *Password* and *One-Time Passcode* (OTP) generated from the assigned security token and then click LOGIN.

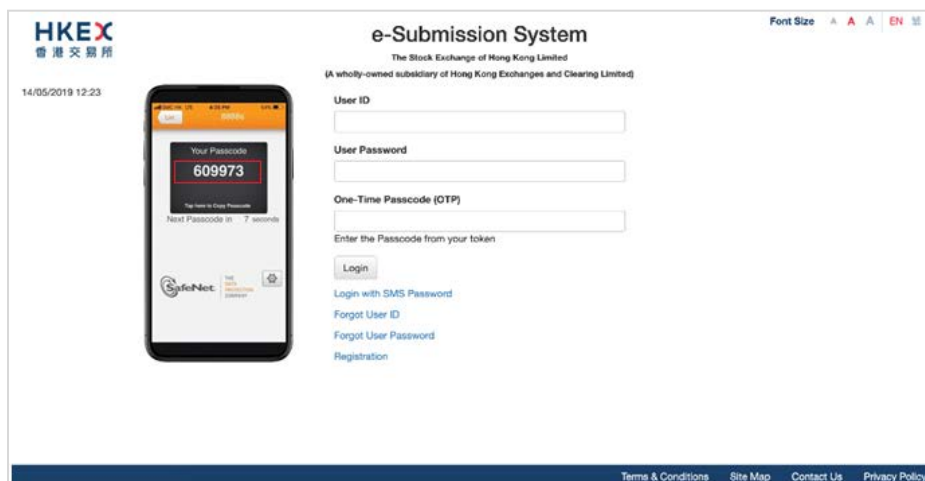


Figure 2.14 ESS Main Page

NOTE:

- User Password is case sensitive.
- If an incorrect User Password and/or OTP generated from the security token was entered 5 consecutive times, your user account will be locked until it is unlocked by your company's security officer. A locked account cannot be used.
- If the date when you last changed your password is more than 90 days ago, the system will require you to change your user password immediately. You will not be able to use any function on the ESS until your password is changed (refer to Section 8.2.2 "Changing User Password").
- If you leave the ESS idle for 30 minutes, you will be logged out automatically for security reason.
- Multiple logins are not allowed.
- If you have forgotten your User ID, you can click *Forgot User ID* to retrieve your login ID (refer to Section 2.4 "Forgot User ID").
- If you have forgotten your User Password, you can click *Forgot User Password* to reset your password (refer to Section 2.5 "Forgot User Password").
- If you cannot retrieve One-Time Passcode (OTP) from your assigned security token, you can click *Login with SMS Password* which serves as a **back-up channel** for you to access the ESS (refer to Section 2.3 "Login with SMS Password").

2. A **Disclaimer** page will be displayed. Read the disclaimer statement carefully. Then click ACCEPT AND CONTINUE to accept the terms and conditions to proceed or click EXIT to go back to **Main** page.

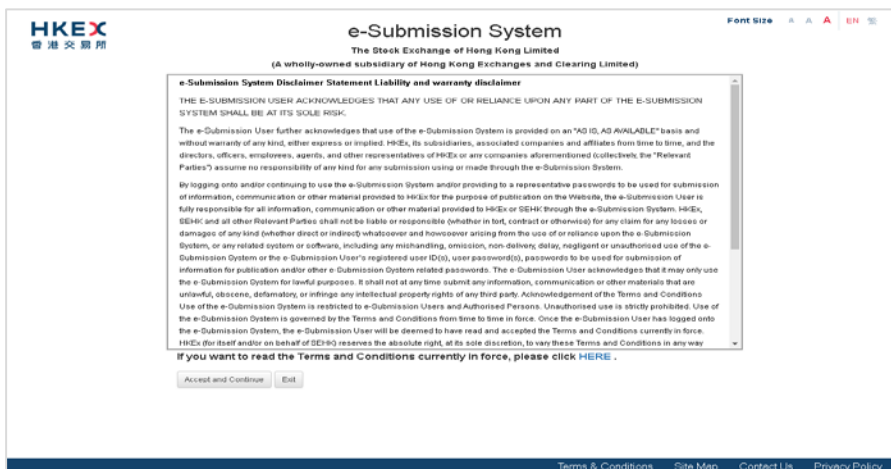


Figure 2.15 Disclaimer Statement

3. **User Home** page will be displayed.

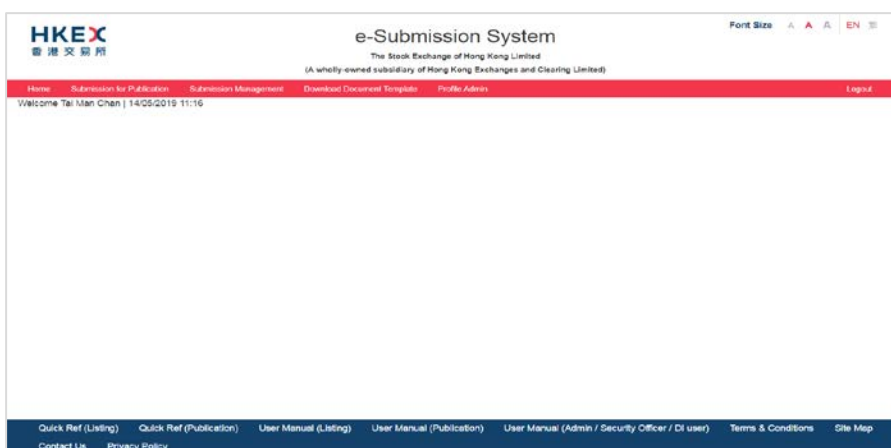


Figure 2.16 Publication Related Matters - User Home Page

NOTE:

- If the “Appointment of Approvers” function has been enabled by your Company’s Authorised Person, the following appointment Information will be displayed on **User Home** Page of Publication Related Matters Approver:
 - [List of Appointed Approvers](#) : An URL link to the approver’s appointment record(s) of the Company; and
 - Appointment Expiry On : The expiry date and time of the approver’s appointment; and/or No. of Submission Available: The remaining number of approval that the approver can make.



Figure 2.17 Appointment Information

2.3. Login with SMS Password

Login with SMS Password is a back-up channel for users to access the ESS when user cannot retrieve OTP from the assigned security token. User can click *Login with SMS Password* at the **Main** page to request a One-Time Password by providing User ID and Password. The One-Time Password will be sent through SMS to user's registered mobile number.

To login the ESS with SMS Password,

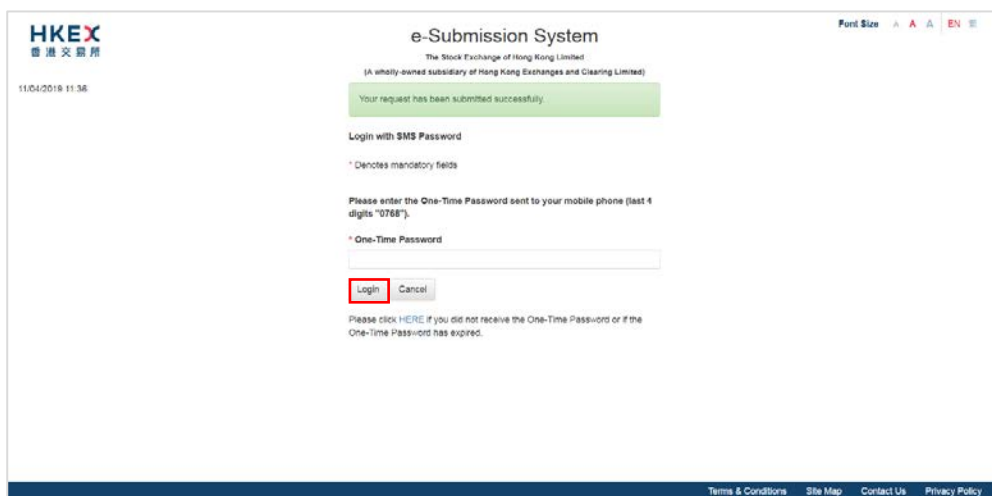
1. Click *Login with SMS Password* at the **Main** page.

Figure 2.18 ESS Main Page

2. The **Login with SMS Password** page will be displayed. Enter your *User ID*, *User Password* and the characters in the image. Click SUBMIT.

Figure 2.19 Login with SMS Password Page

3. A One-Time Password will be sent to your registered mobile phone number via SMS. Input *One-Time Password* and click LOGIN.



HKEX
香港交易所

11/04/2018 11:36

e-Submission System
The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

Your request has been submitted successfully.

Login with SMS Password

* Denotes mandatory fields

Please enter the One-Time Password sent to your mobile phone (last 4 digits "0766").

* One-Time Password

Please click [HERE](#) if you did not receive the One-Time Password or if the One-Time Password has expired.

Terms & Conditions Site Map Contact Us Privacy Policy

Figure 2.20 Login with SMS Password page

4. A **Disclaimer** page will be displayed. Read the disclaimer statement carefully. Then click ACCEPT AND CONTINUE to accept the terms and conditions to proceed or click EXIT to go back to **Main** page.

2.4. Forgot User ID

1. If you have forgotten your User ID, you may click *Forgot User ID* at the **Main** page.

Figure 2.21 ESS Main page

2. The ***Forgot User ID*** page will be displayed. Fill in your *User Name (User Given Name & Family Name)*, *Registered Email Address*, *Company Code*, the characters in the image and click SUBMIT.

Figure 2.22 Forgot User ID page

3. An email will be sent to the registered email address listing all User IDs matched with the information provided in step 2 above.

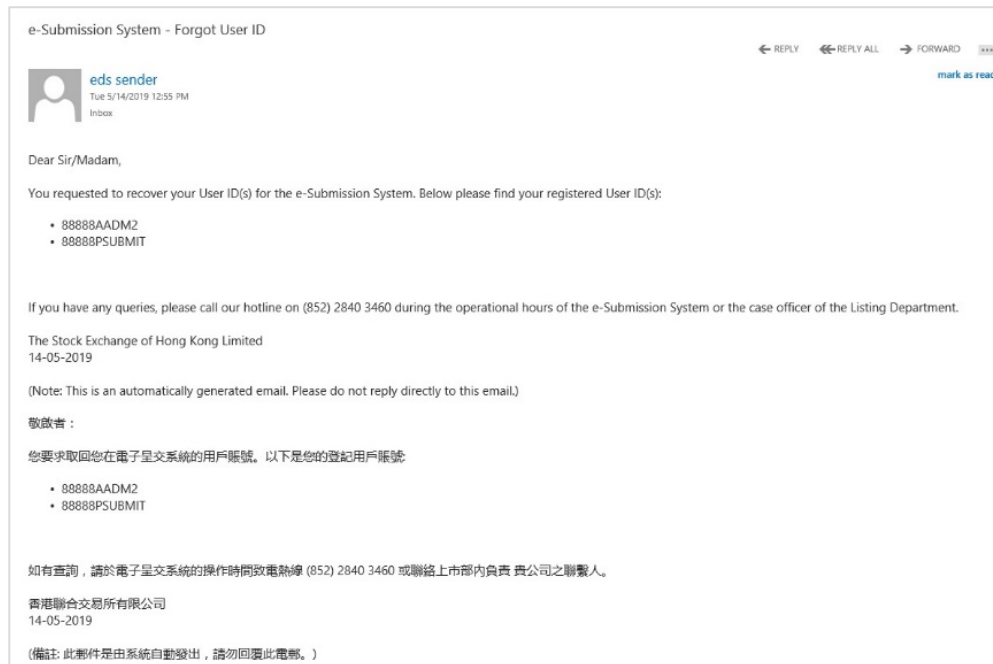


Figure 2.23 Forgot User ID – System generated email

2.5. Forgot User Password

1. If you have forgotten your User Password, you may click *Forgot User Password* at the *Main* page.

Figure 2.24 ESS Main page

2. The ***Forgot User Password*** page will be displayed. Fill in your *User ID*, *Registered Email Address*, the characters in the image and click SUBMIT.

Figure 2.25 Forgot User Password page

- An email contains the URL to reset your password will be sent to your registered email address. Click the URL in the email.

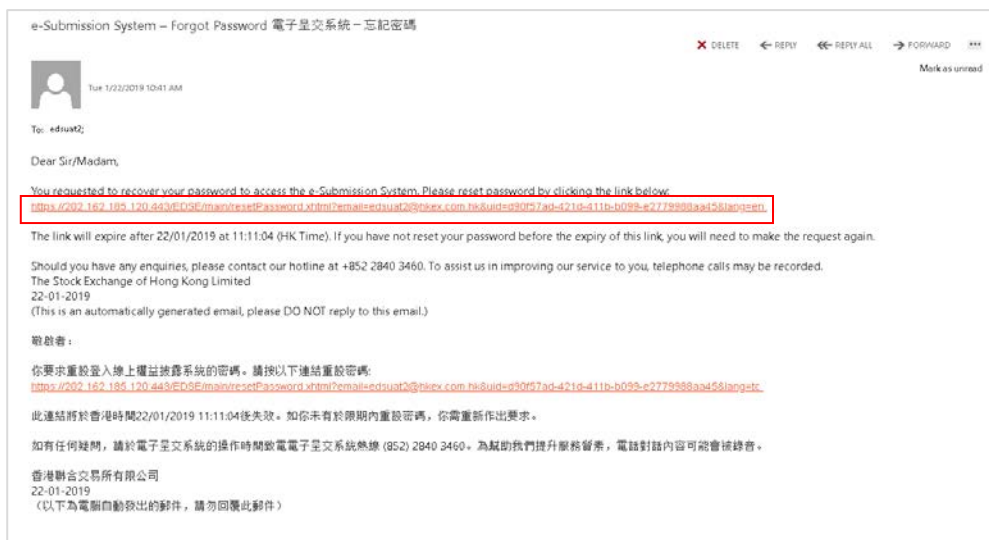


Figure 2.26 Forgot User Password – System generated email

- The **Reset Password** page will be displayed. To reset your user password, input your **User ID**, **New Password** and **Re-type New Password**. Click **SUBMIT**.

Figure 2.27 Forgot User Password – Reset Password

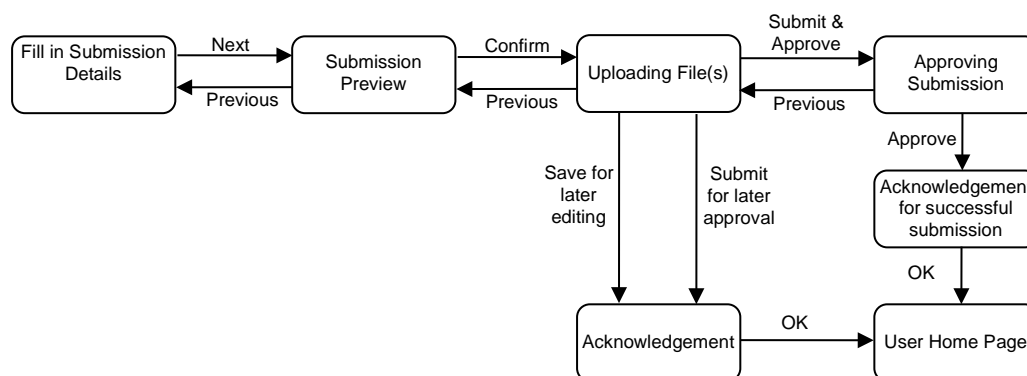
- After your User Password has been reset successfully, an acknowledgement page will be displayed.

NOTE:

- User password is case-sensitive. It must be 8 to 15 characters long with a combination of letters (both upper & lower case) and number (0-9). It shall not be the same as any of the last 5 passwords (including your Current Password).
- The URL to reset the password will be expired after 30 minutes.

3. Submission and Approval of Files in Single Session

Files can be submitted and approved immediately (in a single session). Alternatively the submission can be saved for later editing or submitted for later approval.



Please follow the steps set out below to submit a document for publication on the HKEXnews website.

3.1. Entry of Submission Details

1. Select **Submission for Publication** from the Main Menu bar.



Figure 3.1 Main Menu

2. The **Submission for Publication – Submission Details** page will be displayed. Fill in the submission details, including the Contact Information, Headline Categories, and Title(s) etc. on the **Submission Details** page. **Please note that all data you input must be in English, except for the field “Chinese Title”.**

HKEX
香港交易所

e-Submission System
The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 03/04/2019 10:43

Submission for Publication - Submission Details

* Denotes mandatory fields

Please complete the following (all input data must be in English, except for the field "Chinese Title"):

* Contact Person * Contact Number

Stock Code of Related Issuer(s)

Stock Code 1

Stock Code 2

Stock Code 3

Stock Code 4

Stock Code 5

Self-defined Passcode
(Not applicable for the approval in a single session and only accept 6-16 alpha-numeric characters.)

* Tier 1 Headline

* Tier 2 Headline

Tier 2 Headline - Available Item(s)

Connected Transactions
Auditors or INEDs Unable to Confirm Matters relating to Continuing Connected Transaction
Connected Transaction
Continuing Connected Transaction
Guaranteed Net Tangible Assets or Profits
New Headline for Mode 5
Waiver in respect of Connected Transaction Requirements

Corporate Positions and Committees/Corporate Changes
Amendment of Constitutional Documents
Change in a Director's or Supervisor's Biographical Details
Change in Auditors

Add

Tier 2 Headline - Selected Item(s)

English Title

Chinese Title

By clicking on Next I confirm that the individual(s) whose personal data is disclosed in my use of this application consent to the processing of their personal data in accordance with the [HKEX Privacy Policy](#).

Next Cancel

Figure 3.2 Submission for Publication – Submission Details

NOTE:

- Authorised Agent is required to input the *Company Code of Represented Issuer*.

Submission for Publication - Submission Details

* Denotes mandatory fields

Please complete the following (all input data must be in English, except for the field "Chinese Title"):

* **Company Code of Represented Issuer**
(Note: LMxxxxx for Main Board Issuer, LGxxxxx for GEM Issuer)

Figure 3.3 Company Code of Represented Issuer

- You may add Stock Code of Related Issuer(s) for the submission. An equity issuer should update the “Related Stock Code List” before the issuer or its agent can use the “Stock Code of Related Issuer(s)” field for making a joint announcement with another listed issuer. This also applies to making a general announcement in relation to other related listed securities by an equity or Exchange Traded Product issuer. For the maintenance of the “Related Stock Code List”, please refer to the User Manual for Authorised Person, Administrator, DI User and Security Officer.
- You may add a Self-defined Passcode for the submission:
 - The *Self-defined Passcode* is case sensitive, it should be 8 to 15 characters long containing Alpha-Numeric characters; and
 - Once the *Self-defined Passcode* is set, it can only be updated or removed by the original submitter. Other users of the company or its representing agent have to provide the *Self-defined Passcode* in order to retrieve the submission for update or approve; and
 - The self-defined passcode will be removed automatically once the submission is approved.
- You must select a *Tier 1 Headline Category*. Then, a list of corresponding *Tier 2 Headline Categories* will be displayed. You can select up to 30 Tier 2 Headline Categories by clicking the *ADD* button. You can change the order of the selected *Tier 2 Headline Categories* by drag-and-drop the Tier 2 Headline Categories upward or downward in the list.

Tier 2 Headline - Available Item(s)

Connected Transactions

- Auditors or INEDs Unable to Confirm Matters relating to Continuing Connected Transaction
- Connected Transaction
- Continuing Connected Transaction
- Guaranteed Net Tangible Assets or Profits
- New Headline for Mode 5
- Waiver in respect of Connected Transaction Requirements

Corporate Positions and Committees/Corporate Changes

- Amendment of Constitutional Documents
- Change in a Director's or Supervisor's Biographical Details
- Change in Auditors

Add

Tier 2 Headline - Selected Item(s)

Notice of EGM/SGM	[Remove]
Closure of Books or Change of Book Closure Period	[Remove]

Figure 3.4 Tier 2 Headline Categories Selection

- The English and Chinese Titles can input up to 500 characters.

3. Click NEXT.

3.2. Submission Preview

1. Review the Headline Categories and Title(s).

The screenshot shows the 'Submission for Publication - Submission Preview' page in the HKEX e-Submission System. The page header includes the HKEX logo, the system name 'e-Submission System', and the full name of The Stock Exchange of Hong Kong Limited. A navigation bar contains links for Home, Submission for Publication, Submission Management, Download Document Template, Profile Admin, and Logout. A welcome message for 'Tai Man Chan' is displayed. The main content area shows the submission details for 'Announcements and Notices - [Notice of EGM/SGM / Closure of Books or Change of Book Closure Period]'. It lists the English Title as 'Notice of General Meeting' and the Chinese Title as '股東大會通告'. At the bottom, there are 'Previous' and 'Confirm' buttons.

Figure 3.5 Submission for Publication – Submission Preview

2. Click CONFIRM. The **File(s) Upload** page will be displayed.

3.3. Uploading File(s)

1. Click CHOOSE FILES to select the files to upload. Then click OPEN. After your file has been successfully uploaded, the filename will be displayed under “List of File(s) Pending Approval”. Repeat until all files are uploaded.

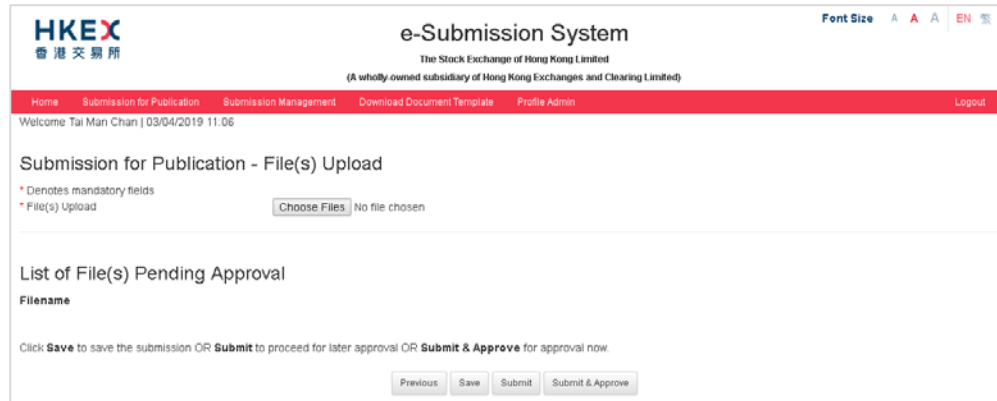


Figure 3.6 Submission for Publication –File(s) Upload

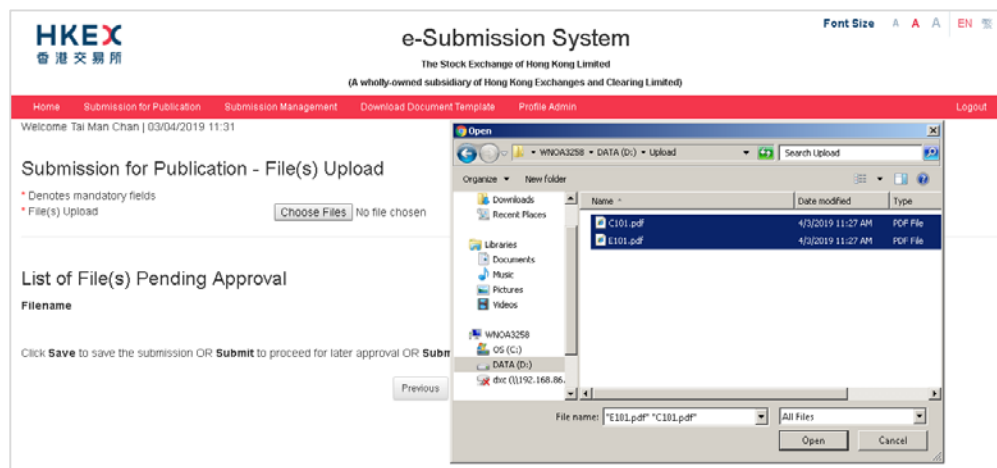


Figure 3.7 Submission for Publication - Choose files to upload

NOTE:

- You can select multiple files for uploading.
- You can refer to Appendix C for specifications of files to be uploaded.
- The name of the English Language file must start with the letter “e” and the name of the Chinese Language file must start with the letter “c”. The total file name length must not exceed 200 characters.

- The uploaded files will be validated and scanned for virus. If there is error found during the file upload, the corresponding error message will be displayed next to the problematical file.

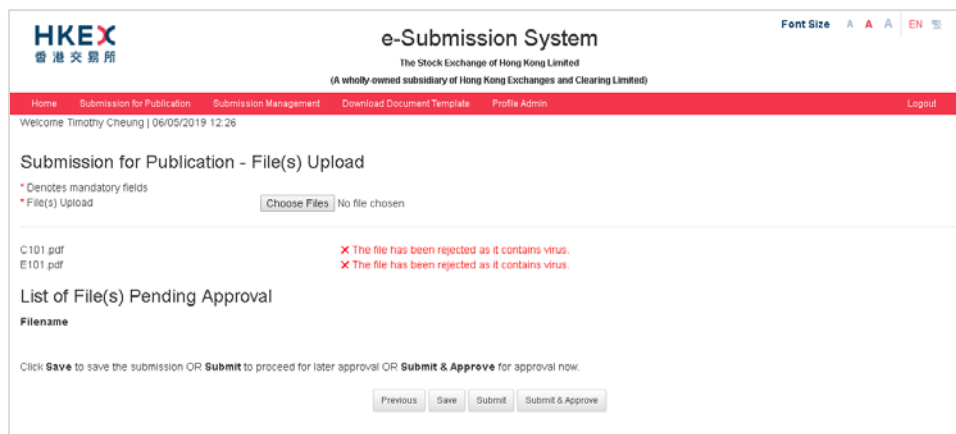


Figure 3.8 Submission for Publication - Error message for upload file

- For each uploaded file, you can preview the content or remove it if it is not the file that you want to submit. To preview the file content, click on the filename. The file will be opened with relevant application (e.g. Adobe). To remove the file, click *Remove* next to the file.
2. After you have finished uploading all required files, click **SUBMIT & APPROVE** for immediate approval.

Alternatively, you can click **SAVE** for later editing (refer to Section 4.1 “Edit Submission for Publication”) or click **SUBMIT** for later approval (refer to Section 4.2 “Approve Submission for Publication”). An Acknowledgement page with status “Saved” or “Pending Approval” will be displayed. You should note the Submission Number shown on the page for future reference.

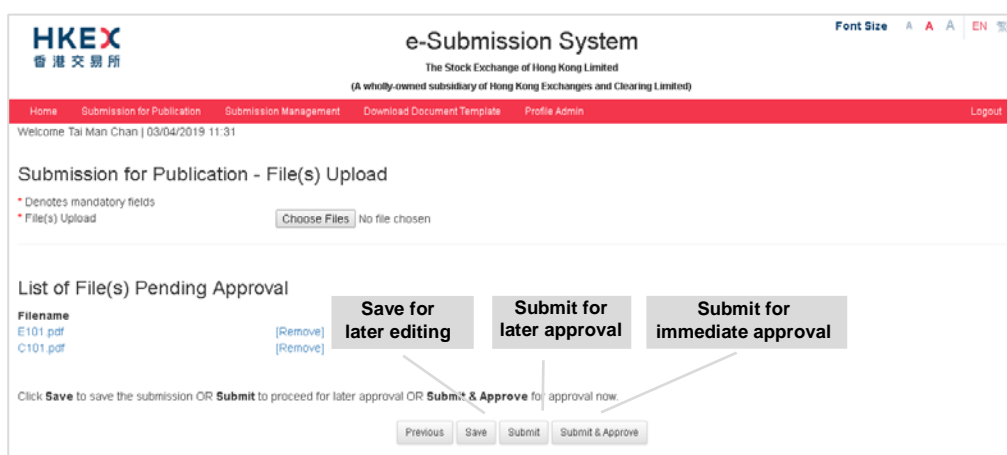


Figure 3.9 Submission for Publication – List of File(s) Pending for Approval

3.3.1. Uploading File(s) – Document in multiple files format

If the uploaded files include more than one English file and/or one Chinese file, the submission is regarded as multiple files document submission. The document will be published in a multiple files format. Please refer to Appendices C to F for specifications of files to be produced for uploading to ESS. For example, Appendix D contains specifications for files containing financial statements/financial reports.

1. Click CHOOSE FILES to select the file to upload. Then click OPEN. After your files have been successfully uploaded, the filename will be displayed under “List of File(s) Pending Approval” and in alphabetical order. Repeat until all files are uploaded.

NOTE:

- You can select multiple files for uploading.
- The name of the English Language file must start with the letter “e” and the name of the Chinese Language file must start with the letter “c”. The total file name length must not exceed 200 characters.
- The uploaded files will be validated and scanned for virus. If there is error found during the file upload, the corresponding error message will be displayed next to the problematical file.

Figure 3.10 Uploading File(s) -Document in multiple files format

2. Fill in *Chapter Title* for each uploaded file.
3. Input *Stock Code*, *Document Name* and *Company Name*, where appropriate

Figure 3.11 Document in multiple files – Document/Company name

4. You can construct the index page by:

a) Adding narrative boxes

You may add an English or Chinese narrative box by clicking corresponding add TEXTBOX button. The narrative box can input up to 500 characters.

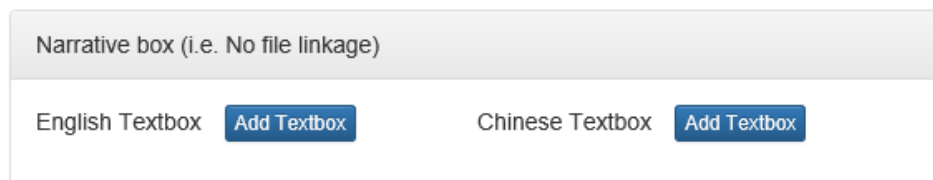


Figure 3.12 Document in multiple files – add narrative box

b) Removing / Restoring bullets





You may remove a bullet by clicking  and restore a bullet by clicking  again. You may also change the bullet style, the selected bullet style will apply to the whole index page.



Figure 3.13 Document in multiple files – bullet style

c) Adjusting indentation

You may increase indentation by clicking . Click  back to the original position.

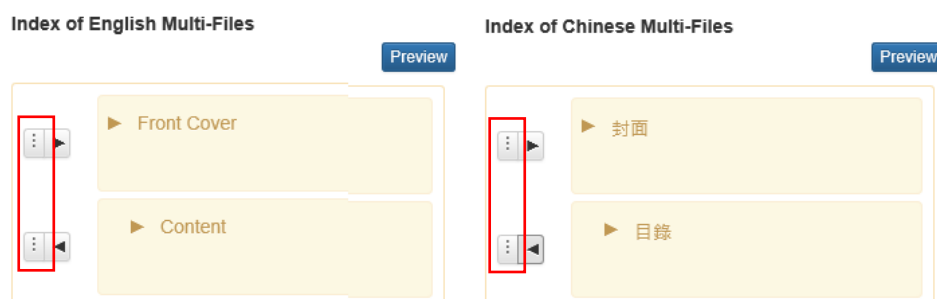


Figure 3.14 Document in multiple files – bullet style

d) Changing the order of Chapter Title

You may change the order by drag-and-drop of the selected chapter title.

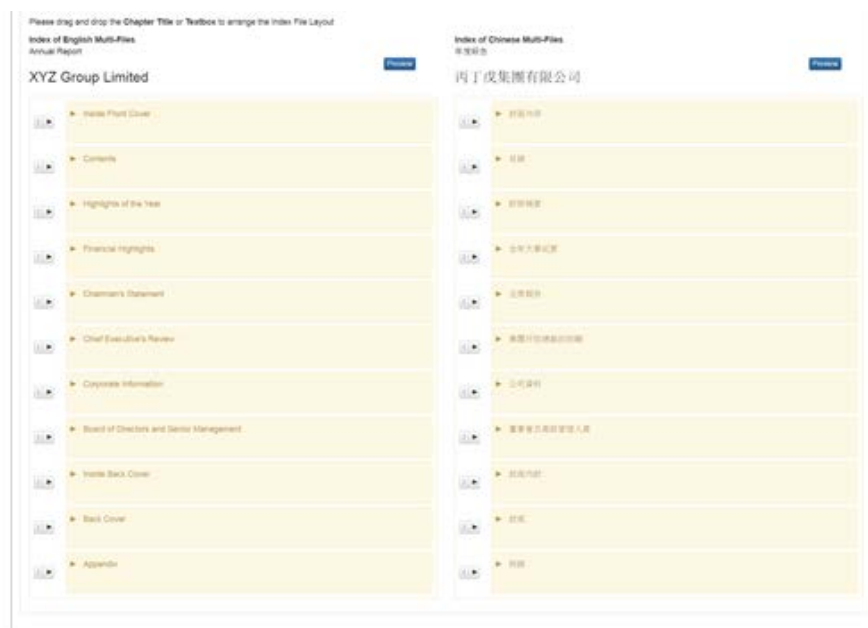


Figure 3.15 Document in multiple files format – construct index page

5. Click PREVIEW to view the amalgamated index page. The preview function does not allow you to edit the amalgamated index. Should you find the uploaded file / chapter title be incorrect, please correct/remove it on the **File(s) Upload** page.

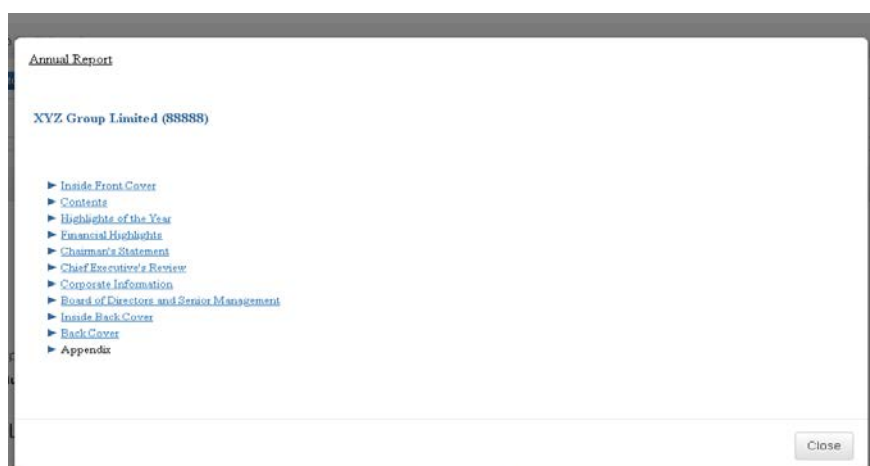


Figure 3.16 Document in multiple files format – preview index page

6. After you have completed the index file, you can click SUBMIT & APPROVE for immediate approval.

Alternatively, you can click SAVE for later editing (refer to Section 4.1 “Edit Submission for Publication”) or click SUBMIT for later approval (refer to Section 4.2 “Approve Submission for Publication”). An **Acknowledgement** page with status “Saved” or “Pending Approval” will be displayed. **You should note the Submission Number shown on the page for future reference.**

3.4. Approving Submission

1. The **Submission for Publication – Approval** page will be displayed after you clicked SUBMIT & APPROVE. Review the submission details. Should the approver find the submission details need to amend, click PREVIOUS for submitter's amendment.

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Font Size A A A EN

Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 23/01/2020 10:36

Submission for Publication - Approval

Please review the following submission details and enter Approval Credential:

Contact Person: Chan Tai Man Contact Number: 22221111

English Issuer Name: XYZ Group Limited
Chinese Issuer Name: 丁氏巴魯有限公司

Tier 1 Headline: Announcements and Notices
Tier 2 Headline: Notice of EGM/SGM
Closure of Books or Change of Book Closure Period

English Title: Notice of General Meeting
Chinese Title: 股東大會通知

List of File(s) Pending Approval
e_01.pdf
c_01.pdf

Approval Information

- Approver's ID:
- Approver's Password:
- Approver's One-Time Passcode:

Figure 3.17 Submission for Publication – Approval page

2. To approve the submission, enter the Approver's User ID, User Password and One-Time Passcode generated from the Approver's Token. Click APPROVE.

NOTE:

- You will only use the REQUEST ONE-TIME PASSWORD button as a **back-up channel** when you cannot retrieve OTP from the token. Enter the Approver's ID and Approver's Password, then clicks REQUEST ONE-TIME PASSWORD button. An OTP for approving the submission will be sent to the approver's registered mobile number via SMS. Enter the OTP in the Approver's One-Time Passcode.

3. A confirmation dialog box will be prompted. Click CONFIRM to approve.

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Are you sure to approve this submission?

Font Size A A A EN

Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 23/01/2020 10:36

Submission for Publication - Approval

Please review the following submission details and enter Approval Credential:

Contact Person: Chan Tai Man Contact Number: 22221111

English Issuer Name: XYZ Group Limited
Chinese Issuer Name: 丁氏巴魯有限公司

Figure 3.18 Confirmation dialog box

3.5. Acknowledgement

1. If the approval has been successful, an acknowledgement page with status “Approved” will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

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Font Size A A A EN

Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 14/05/2019 12:13

Submission for Publication - Acknowledgement

* Denotes mandatory fields
Your submission was successful! Please record the submission for future reference.

Date/Time Submitted	14/05/2019 12:14	Submitted By	88888PSUBMIT
Date/Time Approved	14/05/2019 12:14	Approved By	88888PAPPROV
Submission Number	PRM-190514-00002	Status	Approved
Contact Person	Chan Tai Man	Contact Number	22221111

English Issuer Name
XYZ Group Ltd

Chinese Issuer Name

Tier 1 Headline
Announcements and Notices

Tier 2 Headline
Notice of EGM/SGM

Closure of Books or Change of Book Closure Period

English Title
Notice of General Meeting

Chinese Title
股東大會通告

List of File(s) Uploaded
E101.pdf
C101.pdf

Print OK

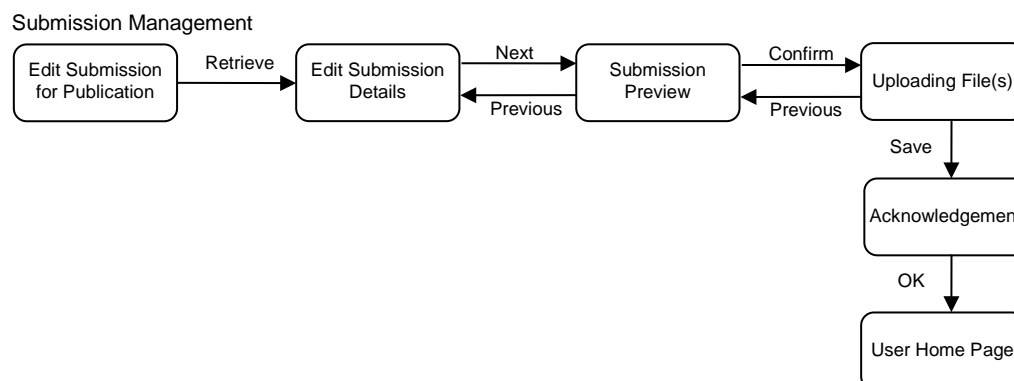
Figure 3.19 Submission for Publication – Acknowledgement

2. Click OK to return to the **User Home** page.

4. Submission Management

Submissions that have not been approved by the approver of the company or its authorised agent within 30 days following the submission will be automatically removed from the system. The retention period may be changed without prior notice.

4.1. Edit Submission for Publication



Please follow the steps set out below to edit a saved/rejected submission.

1. Select **Edit Submission for Publication** under **Submission Management** from Main Menu.

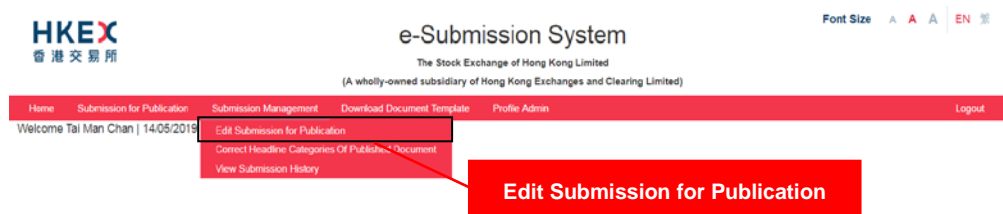


Figure 4.1 Edit Submission for Publication menu

2. The **Edit Submission for Publication - Retrieval** page will be displayed. Enter the *Submission Number* of the submission you wish to edit and click RETRIEVE.

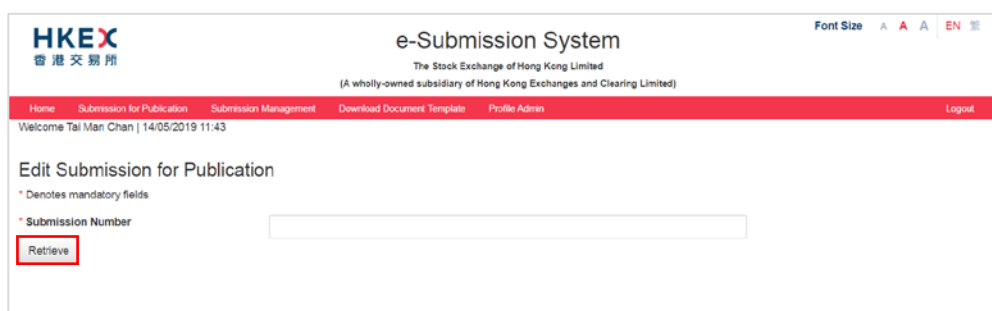


Figure 4.2 Edit Submission for Publication - Retrieval

3. If there is a *Self-defined Passcode* for the submission, submitter (other than the original submitter) is required to enter the *Self-defined Passcode* in order to retrieve the submission.

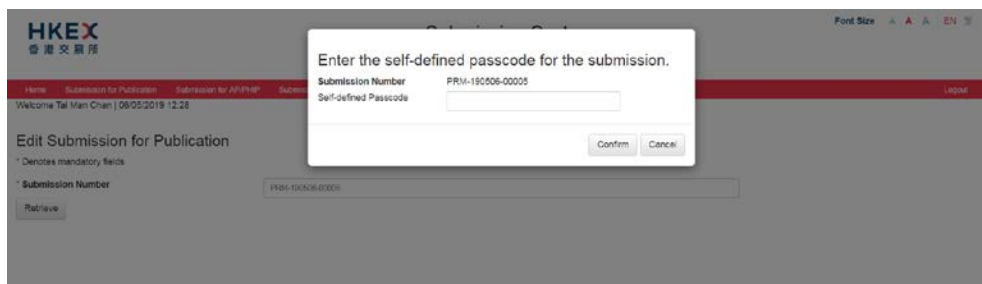


Figure 4.3 Enter the self-defined passcode to retrieve a Submission for Editing

4. The **Submission for Publication – Submission Details** page or **Submission for Application Proof & PHIP – Submission Details** page will be displayed depending on the type of Submission.
5. Continue with the **Submission For Publication** or **Submission For AP/PHIP**. Please refer to steps set out in Section 3.1 above or Section 6.1 below as the case may be.

4.2. Approve Submission for Publication

Submission Management



Please follow the steps set out below to retrieve a submission for approval.

1. Select **Approve Submission for Publication** under **Submission Management** from Main Menu.

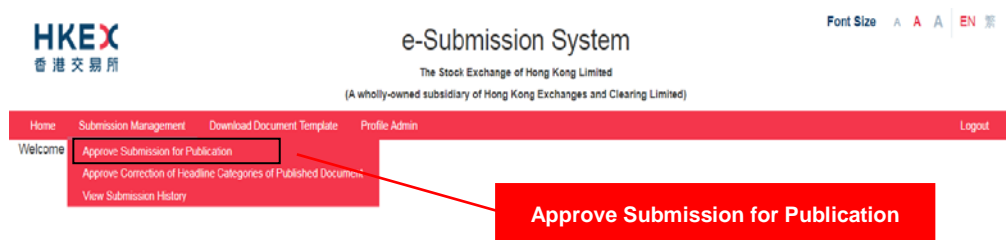


Figure 4.4 Approve Submission for Publication menu

2. The **Approve Submission for Publication** page will be displayed. Enter the **Submission Number** of the submission you wish to approve and click RETRIEVE.

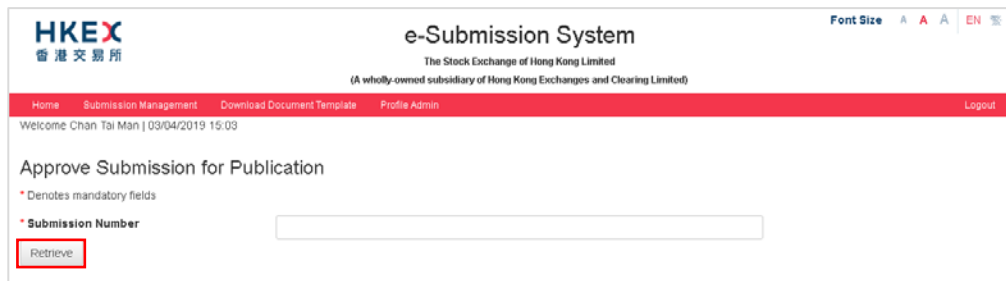


Figure 4.5 Approve Submission for Publication

3. If there is a Self-defined Passcode for the submission (refer to Section 3.1 “Entry of Submission Details”), approver is required to enter the Self-defined Passcode in order to retrieve the submission.

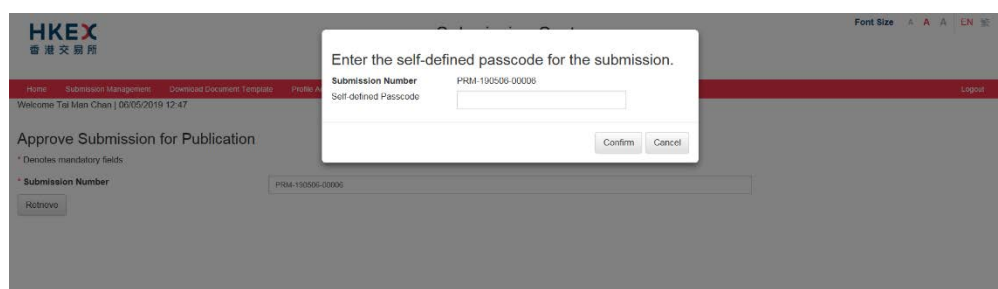


Figure 4.6 Enter the self-defined passcode to retrieve a Submission for Approval

4. The **Submission for Publication - Approval** page or **Submission for Application Proof & PHIP – Approval** page will be displayed depending on the type of Submission. Review the submission details.

Figure 4.7 Submission for Publication – Approval

5. To approve the submission, enter the Approver's User Password and One-Time Passcode generated from the Approver's Token. Click APPROVE.

Alternatively, should the approver find the submission details need to amend, enters the Approver's User Password and One-Time Passcode generated from the Approver's Token. Then clicks REJECT.

NOTE:

- You will only use the REQUEST ONE-TIME PASSWORD button as a **back-up channel** when you cannot retrieve OTP from the token. Enter the Approver's Password, then clicks REQUEST ONE-TIME PASSWORD button. An OTP for approving the submission will be sent to the approver's registered mobile number via SMS. Enter the OTP in the *Approver's One-Time Passcode*.

6. A confirmation dialog box will be prompted. Click CONFIRM to approve (or reject).

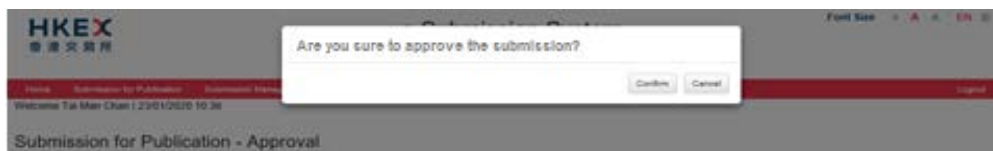


Figure 4.8 Confirmation dialog box

7. If the approval (or rejection) has been successful, an acknowledgement page with status “Approved” will be displayed (or status “Rejected” for rejected submission). You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

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Home Submission Management Download Document Template Profile Admin Logout

Welcome Chan Tai Man | 03/04/2019 15:06

Submission for Publication - Acknowledgement

* Denotes mandatory fields
Your submission was successful! Please record the submission for future reference.

Date/Time Submitted	03/04/2019 14:28	Submitted By	8888PSUBMIT
Date/Time Approved	03/04/2019 15:05	Approved By	8888PAPPROV
Submission Number	PRM-190403-00009	Status	Approved
Contact Person	Chan Tai Man	Contact Number	22221111

English Issuer Name: XYZ Group Limited
Chinese Issuer Name: 丁氏已集團有限公司

Tier 1 Headline: Financial Statements/ESG Information
Tier 2 Headline: Annual Report
Environmental, Social and Governance Information Report

English Title: Annual Report
Chinese Title: 年度報告

List of File(s) Uploaded

[E_Announcement.pdf](#)
[C_Announcement.pdf](#)

Print OK

Figure 4.9 Submission for Publication – Acknowledgement of approved submission

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Home Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 06/05/2019 15:14

Submission for Publication - Acknowledgement

* Denotes mandatory fields
Your submission was rejected. Please record the submission for future reference.

Date/Time Submitted	06/05/2019 15:14	Submitted By	8888PSUBMIT
Date/Time Rejected	06/05/2019 15:15	Rejected By	8888PAPPROV
Submission Number	PRM-190526-00008	Status	Rejected
Contact Person	Chan Tai Man	Contact Number	22221111

English Issuer Name: XYZ Group Ltd.
Chinese Issuer Name: 丁氏已集團有限公司

Tier 1 Headline: Financial Statements/ESG Information
Tier 2 Headline: Environmental, Social and Governance Information Report
Interim/Half Year Report

English Title: Annual Report
Chinese Title: 年度報告

List of File(s) Uploaded

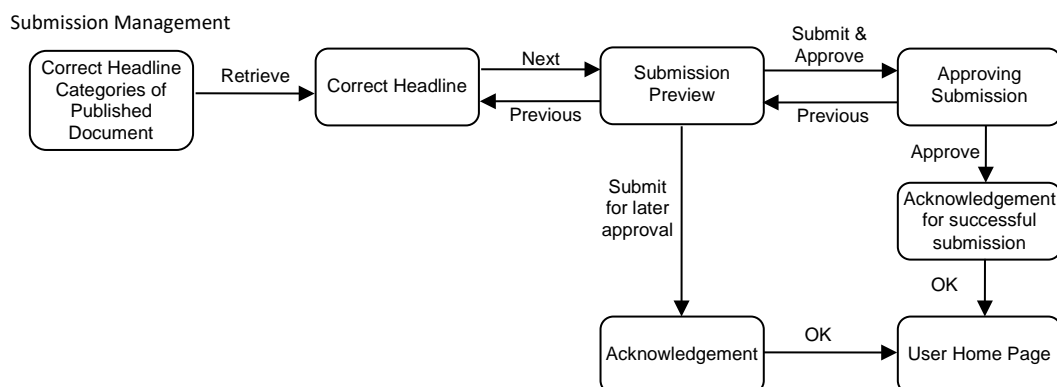
[E101.pdf](#)
[C106.pdf](#)

Print OK

Figure 4.10 Submission for Publication – Acknowledgement of Rejected Submission

8. Click OK to return to the User Home page.

4.3. Correcting Headline Categories of Published Document



If the headline(s) of the published document is found to be incorrect, you may only correct the headline once within 5 calendar days following the publication. Please follow the steps set out below to correct the headline categories of a published submission.

1. Select **Correct Headline Categories of Published Document** under **Submission Management** from Main Menu.



Figure 4.11 Correct Headline Categories of Published Document menu

2. The **Correct Headline Categories of Published Document** page will be displayed. Enter the *Submission Number* of the published document. Click RETRIEVE.

Figure 4.12 Correct Headline Categories of Published Document

3. The **Correct Headline Categories of Published Document** page will be displayed. You can correct Tier-1 and Tier-2 Headline Categories and change the order of the selected Tier-2 Headlines.

NOTE:

- You may add a *Self-defined Passcode* for your submission:
 - The *Self-defined Passcode* is case sensitive, it should be 8 to 15 characters long containing Alpha-Numeric characters; and
 - Once the *Self-defined Passcode* is set, it can only be updated or removed by the original submitter. Other users of the company have to provide the *Self-defined Passcode* in order to retrieve the submission for update or approve.

The screenshot displays the 'Correct Headline Categories of Published Document' page within the HKEX e-Submission System. The page header includes the HKEX logo and navigation links. The main content area contains the following sections:

- Contact Information:** Fields for 'Contact Person' (Chen Tai Man) and 'Contact Number' (22221111).
- Self-defined Passcode:** A text input field with a note: 'Not applicable for file approval in a single session and only accept 8-15 alpha-numeric characters.'
- Tier 1 Headline:** A dropdown menu currently showing 'Financial Statements/ESG Information'.
- Tier 2 Headline:** A section titled 'Tier 2 Headline - Available Item(s)' containing a list of 'Interim/Half-Year Report' and 'Quarterly Report'. Below this is an 'Add' button.
- Tier 2 Headline - Selected Item(s):** A list showing 'Annual Report' and 'Environmental, Social and Governance Information/Report', each with a '[Remove]' button.
- Titles:** Fields for 'English Title' (Annual Report) and 'Chinese Title' (年度報告).
- Footer:** A consent statement and 'Next' and 'Cancel' buttons.

Figure 4.13 Correct Headline Categories of Published Document

4. Click NEXT.

- Review the revised Headline Categories. After you have confirmed the Headline Categories are correct, click SUBMIT & APPROVE for immediate approval.

Alternatively, you can click SUBMIT for later approval. An Acknowledgement page with status “Headline Correction Pending Approval” will be displayed. You should note the Submission Number shown on the page for approver to retrieve for approval (refer to Section 4.4 “Approve Correction of Headline Categories of Published Document”).

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Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 03/04/2019 15:12

Correct Headline Categories of Published Document - Submission Preview

The following information will be displayed on the HKEXnews/GEM website:

English Headline Categories:
(Headlines Revised) Financial Statements/ESG Information - [Annual Report / Environmental, Social and Governance Information/Report]

English Title:
Annual Report

中文標題類別:
(修改後標題) 財務報表/環境、社會及管治資料 - [年報 / 環境、社會及管治資料/報告]

中文標題:
年度報告

Submit for Later Approval **Submit for Immediate Approval**

Previous Submit Submit & Approve

Figure 4.14 Correct Headline Categories of Published Document – Submission Preview

- The **Approve Correction of Headline Categories Of Published Document** page will be displayed after you clicked SUBMIT & APPROVE. Review the submission details. Should the approver find the Headline Categories need to amend, click PREVIOUS for submitter's amendment.

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e-Submission System
The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

Home Submission for Publication Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 23/01/2020 12:06

Approve Correction of Headlines Categories Of Published Document - Approval

Please review the following submission details and enter Approval Credential:

Contact Person Chan Tai Man **Contact Number** 22221111

English Issuer Name XYZ Group Limited
Chinese Issuer Name 丁氏已集團有限公司

Tier 1 Headline Financial Statements/ESG Information
Tier 2 Headline Environmental, Social and Governance Information/Report
Annual Report

English Title Annual Report
Chinese Title 年度報告

List of File(s) Pending Approval
[e_announcement.pdf](#)
[c_announcement.pdf](#)

Approval Information

- Approver's ID:
- Approver's Password:
- Approver's One-Time Passcode:

Previous Approve Cancel

Figure 4.15 Correct Headline Categories of Published Document - Approve

7. To approve the submission, enters the Approver's User ID, User Password and One-Time Passcode generated from the Approver's Token. Then clicks APPROVE.

NOTE:

- You will only use the REQUEST ONE-TIME PASSWORD button as a **back-up channel** when you cannot retrieve OTP from the token. Enter the Approver's ID and Approver's Password, then clicks REQUEST ONE-TIME PASSWORD button. An OTP for approving the submission will be sent to the approver's registered mobile number via SMS. Enter the OTP in the *Approver's One-Time Passcode*.

8. A Confirmation dialog box will be prompted. Click CONFIRM to approve.

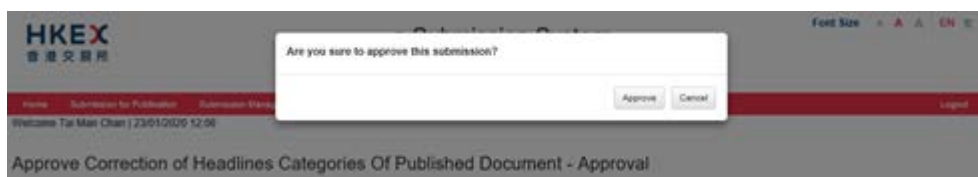


Figure 4.16 Confirmation dialog box

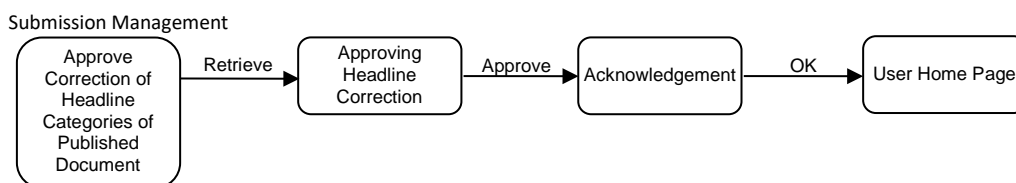
9. If the approval has been successful, an acknowledgement page with status "Headline Correction Approved" will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

e-Submission System			
The Stock Exchange of Hong Kong Limited (A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)			
Home Submission for Publication Submission Management Download Document Template Profile Admin Logout			
Welcome Tai Man Chan 03/04/2019 15:13			
Approve Correction of Headlines Categories Of Published Document - Acknowledgement			
* Denotes mandatory fields Your submission was successful! Please record the submission for future reference.			
Date/Time Submitted	03/04/2019 15:14	Submitted By	88888PSUBMET
Date/Time Approved	03/04/2019 15:14	Approved By	88888PAPPROV
Submission Number	PRM-190403-00010	Status	Headline Correction Approved
Contact Person	Chan Tai Man	Contact Number	22221111
English Issuer Name	XYZ Group Limited		
Chinese Issuer Name	丁成己集團有限公司		
Tier 1 Headline	Financial Statements/ESG Information		
Tier 2 Headline	Annual Report		
English Title	Annual Report		
Chinese Title	年度報告		
List of File(s) Uploaded			
E_Announcement.pdf			
C_Announcement.pdf			
Print OK			

Figure 4.17 Approve Correction of Headline Categories of Published Document - Acknowledgement

10. Click OK to return the **User Home** page.

4.4. Approve Correction of Headline Categories of Published Document



Please follow the steps set out below to approve correction of headline categories of a published submission:

1. Select **Approve Correction of Headline Categories of Published Document** under **Submission Management** from Main Menu.

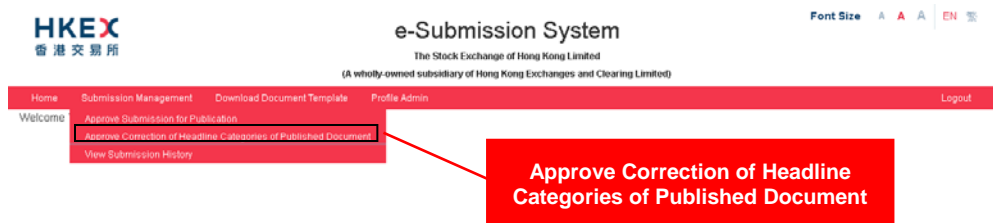


Figure 4.18 Approve Correction of Headline Categories of Published Document

2. The **Approve Correction of Headline Categories of Published Document** page will be displayed. Enter the *Submission Number* of the submission you wish to approve correction of headline categories and click RETRIEVE.

Figure 4.19 Approve Correction of Headline Categories of Published Document

3. If there is a *Self-defined Passcode* for the submission (refer to Section 3.1 “Entry of Submission Details”), approver is required to enter the *Self-defined Passcode* in order to retrieve the submission.

Figure 4.20 Enter the self-defined passcode to retrieve the submission

4. The **Approve Correction of Headline Categories of Published Document – Approval** page will be displayed. Review the corrected Headline Categories.

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Home Submission Management Download Document Template Profile Admin Logout

Welcome Hardware TOKEN P02 | 23/01/2020 12:20

Approve Correction of Headlines Categories Of Published Document - Approval

Please review the following submission details and enter Approval Credential:

Contact Person: Chan Tai Man Contact Number: 22221111

English Issuer Name: XYZ Group Limited
Chinese Issuer Name: 丁戌己集團有限公司

Tier 1 Headline: Financial Statements/ESG Information
Tier 2 Headline: Environmental, Social and Governance Information/Report
Annual Report

English Title: Annual Report
Chinese Title: 年度報告

List of File(s) Pending Approval
e_announcement.pdf
c_announcement.pdf

Approval Information

- Approver's Password
- Approver's One-Time Passcode

Approver's Password:
Approver's One-Time Passcode: Request One-Time Password

Approve **Reject**

Figure 4.21 Approve Correction of Headline Categories of Published Document – Approval

5. To approve correction of headline categories, enter the Approver's User Password and One-Time Passcode generated from the Approver's Token. Click APPROVE.

Alternatively, should the approver find the submission details need to amend, enters the Approver's User Password and One-Time Passcode generated from the Approver's Token. Then clicks REJECT.

NOTE:

- You will only use the REQUEST ONE-TIME PASSWORD button as a **back-up channel** when you cannot retrieve OTP from the token. Enter the Approver's Password, then clicks REQUEST ONE-TIME PASSWORD button. An OTP for approving the submission will be sent to the approver's registered mobile number via SMS. Enter the OTP in the Approver's One-Time Passcode.

6. A Confirmation dialog box will be prompted. Click CONFIRM to approve (or reject).

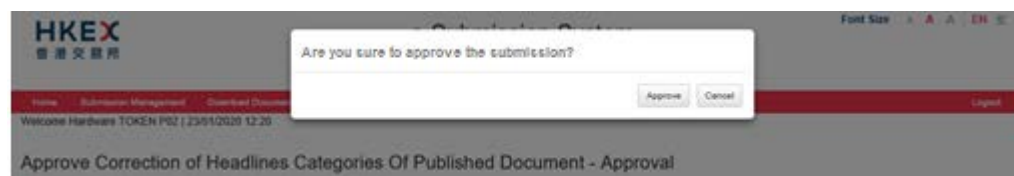


Figure 4.22 Confirmation dialog box

7. If the approval (or rejection) has been successfully, an acknowledgement page with status “Headline Correction Approved” (or status “Headline Correction Rejected” for rejected submission) will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

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Home Submission Management Download Document Template Profile Admin Logout

Welcome Tai Man Chan | 14/05/2019 12:45

Approve Correction of Headlines Categories Of Published Document - Acknowledgement

* Denotes mandatory fields
Your submission was successful! Please record the submission for future reference.

Date/Time Submitted	14/05/2019 12:45	Submitted By	88888P\$UBMIT
Date/Time Approved	14/05/2019 12:45	Approved By	88888P\$APPROV
Submission Number	PT04-190514-00001	Status	Headline Correction Approved
Contact Person	Chan Tai Man	Contact Number	22221111

English Issuer Name: XYZ Group Ltd
Chinese Issuer Name:

Tier 1 Headline: Financial Statements/ESG Information
Tier 2 Headline: Annual Report
Environmental, Social and Governance Information/Report

English Title: Annual Report
Chinese Title: 年度報告

List of File(s) Uploaded
E_Announcement.pdf
C_Announcement.pdf

Print OK

Figure 4.23 Approve Correction of Headline Categories of Published Document – Acknowledgement

8. Click OK return to the **User Home** page.

4.5. View Submission History

You can access the unpublished submissions for past 30 days and view the approved submission records for past 120 days. The submission records cover all submissions made by your company or the authorised agents of your company.

1. Select **View Submission History** under **Submission Management** from Main Menu.

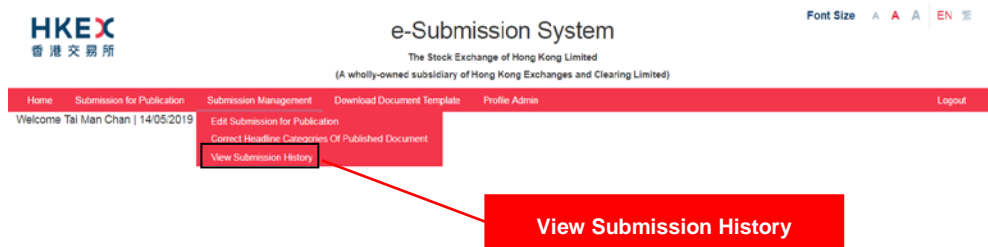


Figure 4.24 View Submission History Menu

2. The submission records in the last seven days will be listed on the **Submission History** page. The submission records are listed in descending order by submission date/time, and then in ascending order by status.

The screenshot shows the 'Submission History' page. It includes a search filter section with fields for Submission Type, Submission Number, Stock Code of Issuer, Tier 1 Headline, and Last Modified Date From. Below the search filters is a table of submission records. The table has 12 columns: Stock Code of Issuer / Case No., Tier 1 Headline / Document Type, Submission Number, Status, Date/Time Submitted, Submitted By, Approved/Rejected Date Time, Approved/Rejected By, Correction of Headline Categories Date Time, Correction of Headline Categories By, Approved/Rejected Correction of Headline Categories Date Time, and Approved/Rejected Correction of Headline Categories By. The table shows 5 records, all with a status of 'Approved'.

Stock Code of Issuer / Case No.	Tier 1 Headline / Document Type	Submission Number	Status	Date/Time Submitted	Submitted By	Approved/Rejected Date Time	Approved/Rejected By	Correction of Headline Categories Date Time	Correction of Headline Categories By	Approved/Rejected Correction of Headline Categories Date Time	Approved/Rejected Correction of Headline Categories By
88888	Financial Statements/ESG Information	PRM-190403-00011	Headline Correction Approved	03/04/2019 15:16:42	88888PSUBMIT	03/04/2019 15:16:42	88888PAPPROV	03/04/2019 15:17:40	88888PSUBMIT	03/04/2019 15:21:02	88888PAPPROV
88888	Financial Statements/ESG Information	PRM-190403-00010	Headline Correction Approved	03/04/2019 15:08:18	88888PSUBMIT	03/04/2019 15:10:25	88888PAPPROV	03/04/2019 15:14:55	88888PSUBMIT	03/04/2019 15:14:55	88888PAPPROV
88888	Financial Statements/ESG Information	PRM-190403-00009	Approved	03/04/2019 14:26:51	88888PSUBMIT	03/04/2019 15:05:59	88888PAPPROV	-	-	-	-
88888	Financial Statements/ESG Information	PRM-190403-00002	Approved	03/04/2019 11:54:36	88888PSUBMIT	03/04/2019 11:54:36	88888PAPPROV	-	-	-	-
88888	Announcements and Notices	PRM-190403-00001	Approved	03/04/2019 11:37:37	88888PSUBMIT	03/04/2019 11:37:37	88888PAPPROV	-	-	-	-

Total Number of Records: 5

Figure 4.25 Submission History Page

3. By clicking on “Submission Number”, you will be automatically diverted to a page depending upon the submission status as listed below:

Submission Status	Submitter	Approver
(i) Submission for Publication		
<ul style="list-style-type: none"> • Saved • Rejected 	Divert to <i>Submission for Publication – Submission Details</i> page for editing	No action
<ul style="list-style-type: none"> • Pending Approval 	No action	Divert to <i>Submission for Publication – Approval</i> page for approval
<ul style="list-style-type: none"> • Approved • Headline Correction Rejected 	Divert to <i>Correct Headline Categories Of Published Document</i> page for correcting headline categories	No action
<ul style="list-style-type: none"> • Headline Correction Pending Approval 	No action	Divert to <i>Correct Headline Categories of Published Document – Approval</i> page for approval
<ul style="list-style-type: none"> • Headline Correction Approved 	No action	No action
(ii) Submission for AP/PHIP		
<ul style="list-style-type: none"> • Saved • Rejected 	Divert to <i>Submission for AP/PHIP – Submission Details</i> page for editing.	No action
<ul style="list-style-type: none"> • Pending Approval 	No action	Divert to <i>Submission for AP/PHIP – Approval</i> page for approval
<ul style="list-style-type: none"> • Approved 	No action	No action

NOTE:

- The Submission Number is not clickable if user cannot access the submission details as listed in the above table or the headline categories of the submission had been corrected once and/or past the 5 calendar days of publication.
- If there is a Self-defined Passcode for the submission, submitter (other than the original submitter) / approver is required to provide the Self-defined Passcode in order to retrieve the submission details.

4. If you want to perform a submission search, specify the following criteria(s). Click SEARCH.

(i) Submission for Publication	
<ul style="list-style-type: none"> By Submission Number 	
<ul style="list-style-type: none"> By Submission Status <ul style="list-style-type: none"> - All (Default) - Saved - Pending Approval - Approved - Rejected - Headline Correction Pending Approval - Headline Correction Approved - Headline Correction Rejected 	
<ul style="list-style-type: none"> Stock Code of Issuer 	
<ul style="list-style-type: none"> Tier 1 Headline 	
<ul style="list-style-type: none"> Last Modified Date Range 	
(ii) Submission for Application Proof & PHIP	
<ul style="list-style-type: none"> By Submission Number 	
<ul style="list-style-type: none"> By Submission Status <ul style="list-style-type: none"> - All (Default) - Saved - Pending Approval - Approved - Rejected 	
<ul style="list-style-type: none"> Case No. 	
<ul style="list-style-type: none"> Last Modified Date Range 	

5. Submission and Approval of Files (Applicable to Structured Product Issuers only)

5.1. Submission of Files

1. Select **Submission for Publication** from the Main Menu bar.

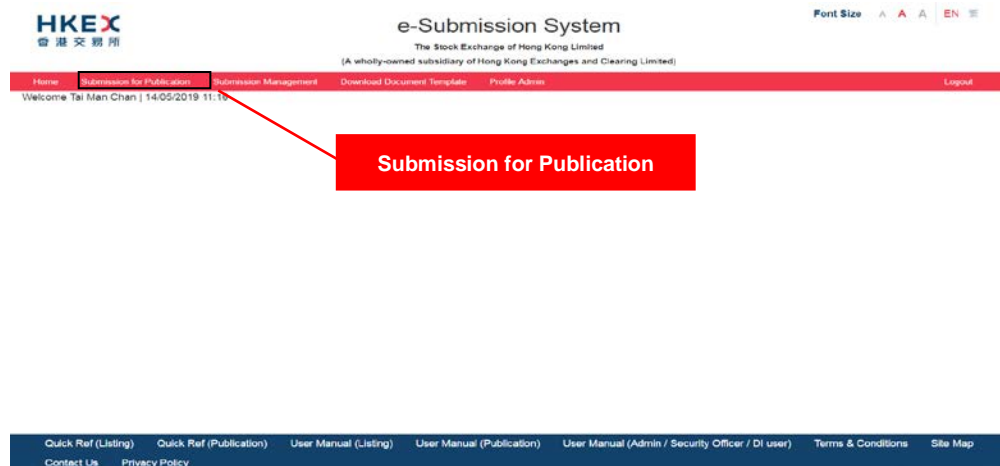


Figure 5.1 Main Menu

2. The **Submission for Publication – Submission Details** page will be displayed.

Figure 5.2 Submission for Publication – Submission Details

3. Fill in the submission details on the **Submission Details** page. Contact information (including name and contact number) will be pre-filled according to the login user's profile. Headline Categories are set as "Debt and Structured Products" by default. **Please note that all data you input must be in English, except for the "Chinese Title" field.**

NOTE:

- You may add related stock code(s) in the *Stock Code of Related Issuer(s)* for the submission.
- You may add a Self-defined Passcode for the submission:
 - The *Self-defined Passcode* is case sensitive, it should be 8 to 15 characters long containing Alpha-Numeric characters;
 - Once the *Self-defined Passcode* is set, it can only be updated or removed by the original submitter. Other users of the company have to provide the *Self-defined Passcode* in order to retrieve the submission for update or approve; and
 - The Self-defined Passcode will be removed automatically once the submission is approved.
- A list of *Tier 2 Headline Categories* under "Debt and Structured Products" is displayed for selection. You may change the Tier 1 Headline Category if appropriate. You can select up to 30 Tier 2 Headline Categories by clicking the *ADD* button. You can change the order of the selected *Tier 2 Headline Categories* by drag-and-drop the Tier 2 Headline Categories upward or downward in the list.

The screenshot displays the 'Tier 2 Headline Categories Selection' interface. At the top, there are labels for 'Tier 1 Headline' and 'Tier 2 Headline'. The 'Tier 1 Headline' dropdown is set to 'Debt and Structured Products'. Below this, a list of 'Tier 2 Headline - Available Item(s)' is shown, including 'Callable Bull/Bear Contracts (CBBC)', 'Additional Information - Exotic CBBC', 'Adjustment to Terms and Conditions - CBBC', 'Base Listing Document - CBBC', 'Daily Trading Report - CBBC', 'Inside Information - CBBC', 'Launch Announcement - CBBC', 'Liquidity Provision Service - CBBC', 'Market Disruption Event - CBBC', and 'Pre-Listing Trading Report - CBBC'. An 'Add' button is located below the available items list. Below the 'Add' button, a list of 'Tier 2 Headline - Selected Item(s)' is shown, including 'Expiry Announcement - CBBC' and 'Other - CBBC', each with a 'Remove' button.

Figure 5.3 Tier 2 Headline Categories Selection

- The English and Chinese Titles will be auto-generated if the following headline tiers are selected. Submitter should review and update (if necessary) the system-generated titles.

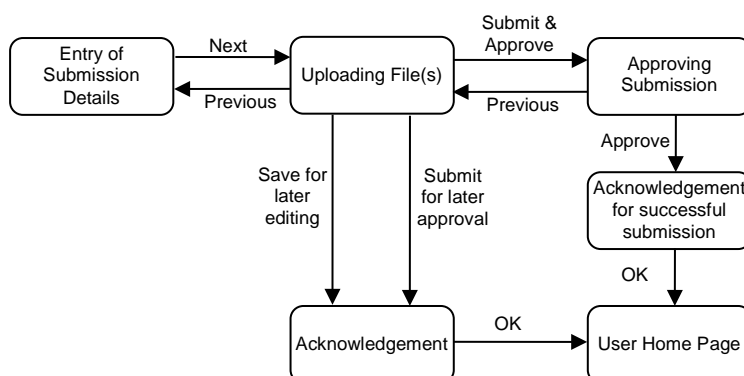
#	Headlines	Auto-generated Titles
1	Tier 1: Debt and Structured Product Tier 2: Launch Announcement – DW & Supplemental Listing Document - DW	English Title: Launch Announcement and Supplemental Listing Document for Non-Collateralised Derivative Warrants in relation to stock code Stock Code ¹ issued by Issuer Name ² Chinese Title: Issuer Name ² 發行的無抵押認股權證代號 Stock Code ¹ 之推出公佈及補充上市文件
2	Tier 1: Debt and Structured Product Tier 2: Launch Announcement – CBBC & Supplemental Listing Document - CBBC	English Title: Launch Announcement and Supplemental Listing Document for CBBCs in relation to stock code Stock Code ¹ issued by Issuer Name ² Chinese Title: Issuer Name ² 發行的可贖回牛熊證代號 Stock Code ¹ 之推出公佈及補充上市文件
3	Tier 1: Debt and Structured Product Tier 2: Expiry Announcement – CBBC	English Title: Notice of Occurrence of Mandatory Call Event & Early Expiry in relation to stock code Stock Code ¹ issued by Issuer Name ² / Notice of Valuation of Mandatory Call Payoff in relation to stock code Stock Code ¹ issued by Issuer Name ² Chinese Title: Issuer Name ² 發行的可贖回牛熊證代號 Stock Code ¹ 之強制贖回事件及提早到期通告 / Issuer Name ² 發行的可贖回牛熊證代號 Stock Code ¹ 的剩餘價值之估值通告

¹ The Stock Code(s) is retrieved from the “Stock Code of Related Issuer(s)” field(s) of the submission.

² The Issuer Name is maintained by your Company’s Administrator, please refer to Section 5.6.1 “Edit Issuer Name” in the User Manual for Authorised Person, Administrator, Security Officer and DI user for detail.

- Click NEXT. The **Submission For Publication – Submission Preview** page will be displayed. Continue with the submission with upload files, refer to above Section 3.2 “Submission Preview” for subsequent procedure.

5.2. Submission of Files with Submission Template



Please follow the steps set out below for submission of files with submission template.

1. Choose **Submission for Publication** from Main Menu.
2. The **Submission for Publication – Submission Details** page will be displayed.
3. Select a *Submission Template*. The submission details will be filled according to the selected submission template.

The screenshot shows the 'Submission for Publication - Submission Details' page in the e-Submission System. The page header includes the HKEX logo and navigation links. A red box highlights the 'Select Submission Template' dropdown menu, which is currently set to 'Please Select'. Below this, there are input fields for 'Contact Person' (pre-filled with 'Tai Man Chan') and 'Contact Number' (pre-filled with '22221111').

Figure 5.4 Submission of Files with submission template

NOTE:

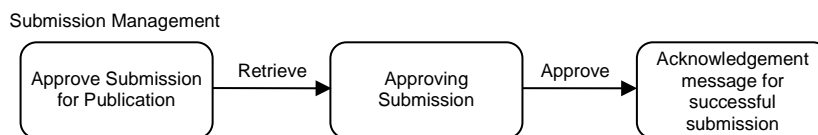
- The *Submission Template* have to be created by your Company's Administrator before use (refer to Section 5.6 "Submission Template Management" in the User Manual for Authorised Person, Administrator, Security Officer and DI user for detail).
- The pre-filled submission details, including the contact information of the login user and default Tier 1 headline, will be overwritten if submission template is applied.

4. Click NEXT. The **Submission For Publication – Upload File(s)** page will be displayed. Continue with the submission with upload files, refer to above Section 3.3 "Uploading File(s)" for subsequent procedure.

NOTE:

- The Submission Preview page will be skipped if submission template is used. Refer to Section 3 "Submission and Approval of Files in Single Session" for submission and approval without using submission template.

5.3. Retrieving Previously Submitted Submissions for Batch Approval



1. Select **Approve Submission For Publication** under **Submission Management** from Main Menu.
2. The **Approve Submission for Publication** page will be displayed. Submission(s) with “Pending Approval” status will be listed in descending order of submission number. Click on the “Submission Number” to review each submission detail.

You may select one or multiple submissions for approval (or rejection) by checking the selection box. You are required to enter the *Self-defined Passcode* for each selected submission (if applicable).

The screenshot displays the 'Approve Submission for Publication' interface. At the top, the HKEX logo and system title are visible. A navigation bar includes links like Home, Submission Management, and Download Document Template. The main content area features a search bar and a table titled 'List of Submission(s) Pending for Approval'. The table lists several submissions with their respective details. Below the table, there are 'Approve' and 'Reject' buttons. At the bottom, the 'Approval Information' section requires the approver's password and a one-time passcode, with a button to request the passcode if needed.

Figure 5.5 Approve multiple submissions (applicable to Structured Product Issuers)

3. To approve the selected submission(s), enter the Approver's User Password and One-Time Passcode generated from the Approver's. Click APPROVE.

Alternatively, should the approver find the submission details need to amend, enters the Approver's User Password and One-Time Passcode generated from the Approver's Token. Then clicks REJECT.

NOTE:

- You will only use the REQUEST ONE-TIME PASSWORD button as a **back-up channel** when you cannot retrieve OTP from the token. Enter the Approver's Password, then clicks REQUEST ONE-TIME PASSWORD button. An OTP for approving the submission will be sent to the approver's registered mobile number via SMS. Enter the OTP in the Approver's One-Time Passcode.

4. A confirmation dialog box will be prompted. Click CONFIRM to approve (or reject).

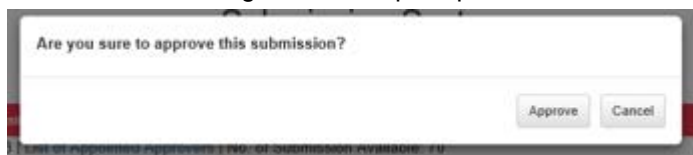


Figure 5.6 Confirmation dialog box

5. If the approval (or rejection) has been successful, the submission number(s) of all successful submission(s) will be displayed on the acknowledgement message. **You should note the Submission Number(s) shown on the page for future reference.**

Approve Submission for Publication

* Denotes mandatory fields

* Submission Number

List of Submission(s) Pending for Approval

	Stock Code of Structured Products	Submission Number	Status	Tier 1 Headline	Date/Time Submitted	Submitted By	Self-defined Passcode
<input type="checkbox"/>	-	PRM-200115-00050	Pending Approval	Circulars	15/01/2020 22:50:25	5555SP01	
<input type="checkbox"/>	-	PRM-200108-00096	Pending Approval	Debt and Structured Products	08/01/2020 15:10:46	5555SP01	

Total Number of Records : 2

Approval Information

* Approver's Password

* Approver's One-Time Passcode

Figure 5.7 Acknowledgement message of approved submissions

Approve Submission for Publication

* Denotes mandatory fields

* Submission Number

List of Submission(s) Pending for Approval

	Stock Code of Structured Products	Submission Number	Status	Tier 1 Headline	Date/Time Submitted	Submitted By	Self-defined Passcode
<input type="checkbox"/>	-	PRM-200108-00096	Pending Approval	Debt and Structured Products	08/01/2020 15:10:46	5555SP01	

Total Number of Records : 1

Approval Information

* Approver's Password

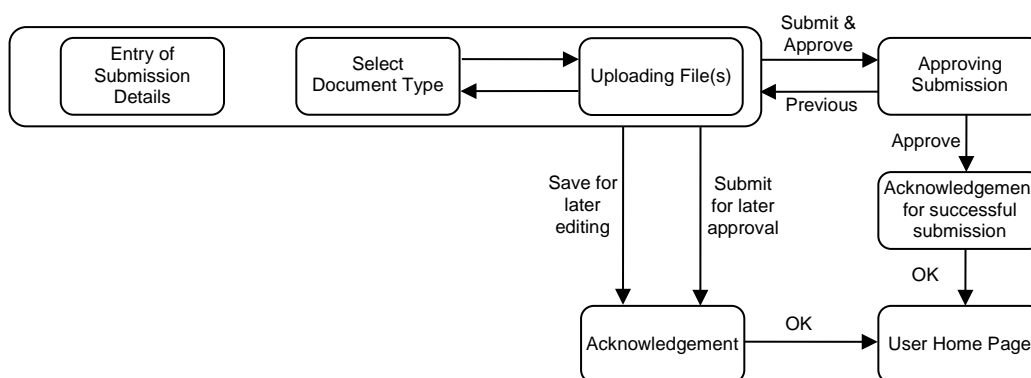
* Approver's One-Time Passcode

Figure 5.8 Acknowledgement message of rejected submission

6. You may continue to approve the remaining submissions in the list or click **Home** in the Main Menu to return the **User Home Page**.

6. Submission and Approval for Application Proof & PHIP in a single session

Application Proof or PHIP and related documents can be submitted and approved immediately (in a single session). Alternatively the submission can be saved for later editing or submitted for later approval.



Please follow the steps set out below to submit and approve Application Proof or PHIP:

6.1. Entry of Submission Details

1. Select **Submission for AP&PHIP** from Main Menu.

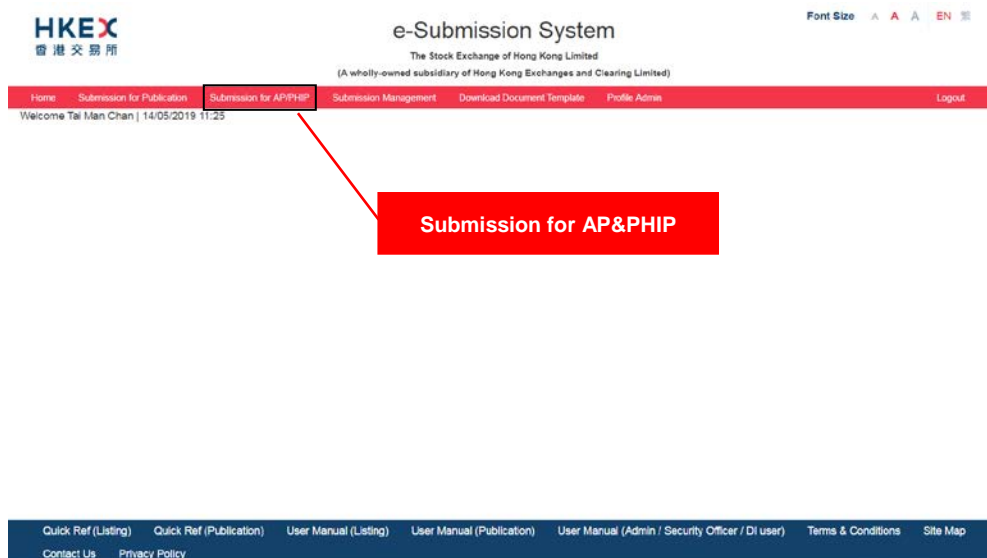
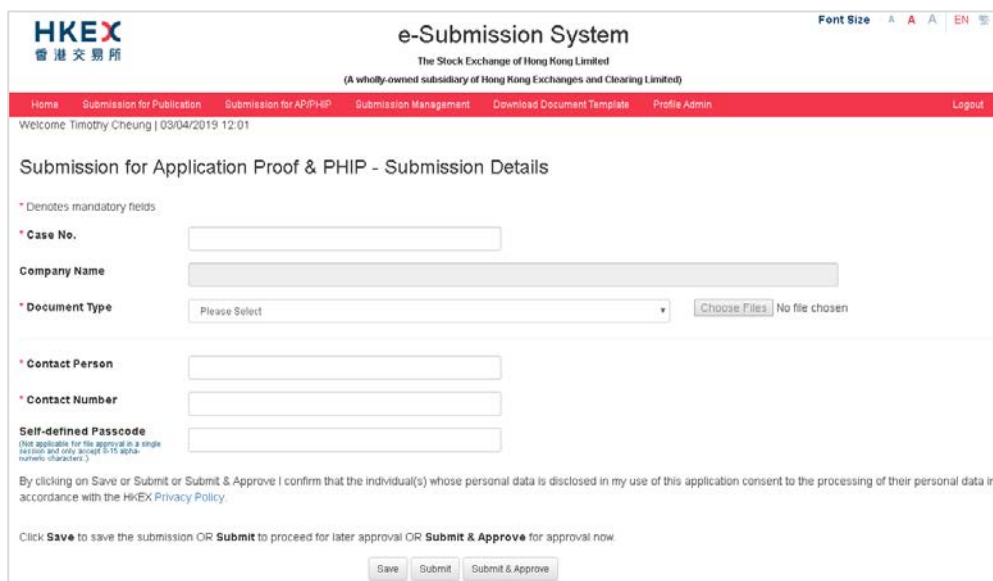


Figure 6.1 Main Menu

2. The **Submission for Application Proof & PHIP – Submission Details** page will be displayed.



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Home Submission for Publication Submission for AP/PHIP Submission Management Download Document Template Profile Admin Logout

Welcome Timothy Cheung | 03/04/2019 12:01

Submission for Application Proof & PHIP – Submission Details

* Denotes mandatory fields

* Case No.

Company Name

* Document Type No file chosen

* Contact Person

* Contact Number

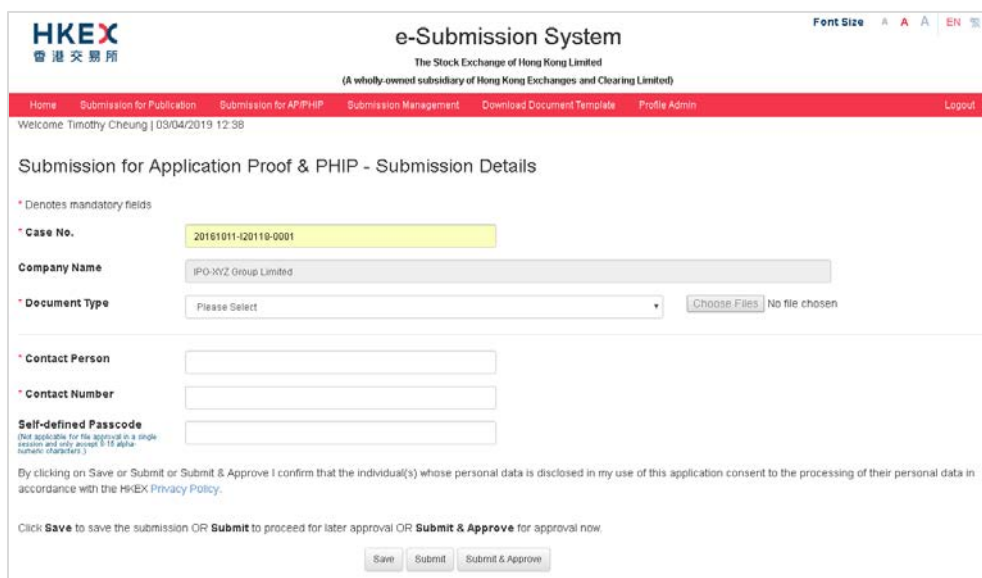
Self-defined Passcode
(Not applicable for file approval in a single session and only accept 6-15 alpha-numeric characters.)

By clicking on Save or Submit or Submit & Approve I confirm that the individual(s) whose personal data is disclosed in my use of this application consent to the processing of their personal data in accordance with the HKEX Privacy Policy.

Click **Save** to save the submission OR **Submit** to proceed for later approval OR **Submit & Approve** for approval now.

Figure 6.2 Submission for Application Proof & PHIP – Submission Details

3. Input *Case Number* for Submission for Application Proof & PHIP. The corresponding company name for the case will be displayed.



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Home Submission for Publication Submission for AP/PHIP Submission Management Download Document Template Profile Admin Logout

Welcome Timothy Cheung | 03/04/2019 12:58

Submission for Application Proof & PHIP – Submission Details

* Denotes mandatory fields

* Case No.

Company Name

* Document Type No file chosen

* Contact Person

* Contact Number

Self-defined Passcode
(Not applicable for file approval in a single session and only accept 6-15 alpha-numeric characters.)

By clicking on Save or Submit or Submit & Approve I confirm that the individual(s) whose personal data is disclosed in my use of this application consent to the processing of their personal data in accordance with the HKEX Privacy Policy.

Click **Save** to save the submission OR **Submit** to proceed for later approval OR **Submit & Approve** for approval now.

Figure 6.3 Submission for Application Proof & PHIP – Submission Details – Case Number

6.1.1. Uploading File(s) – document in a single file format

Please refer to Appendix G for specifications for files containing Application Proof, PHIP and Related Materials to be published on HKEXnews website and GEM website.

1. Select *Document Type*.
2. Click CHOOSE FILES to select the file for upload. Then click OPEN. After your file has been successfully uploaded, the filename will be displayed under “List of File(s) Pending Approval” of the selected document type. Repeat step 1 and step 2 until all the required Document Type and its relevant files are selected and uploaded.

The screenshot displays the HKEX e-Submission System interface. At the top, the HKEX logo and 'e-Submission System' title are visible. The navigation bar includes links for Home, Submission for Publication, Submission for AP/PHIP, Submission Management, Download Document Template, Profile Admin, and Logout. The main content area is titled 'Submission for Application Proof & PHIP - Submission Details'. It contains several form fields: 'Case No.' (20161011-020118-0001), 'Company Name' (IPO-XYZ Group Limited), and 'Document Type' (Warning Statements (for Application Proof/PHIP-related materials)). A 'Choose Files' button is present next to the Document Type field. Below this, a 'List of File(s) Pending Approval' section shows two files: 'WXYZGROUP-20161011-01.pdf' and 'WXYZGROUP-20161011-01.pdf', each with a 'Remove' button. At the bottom, there are fields for 'Contact Person', 'Contact Number', and 'Self-defined Passcode'. A disclaimer and a 'Save' button are also visible.

Figure 6.4 Uploading File(s) – document in full version

NOTE:

- You can select multiple files for uploading.
- The name of the English Language file must start with the letter “e” and the name of the Chinese Language file must start with the letter “c”. The total file name length must not exceed 200 characters.
- The uploaded files will be validated and scanned for virus. If there is error found during the file upload, the corresponding error message will be displayed next to the problematical file.
- Document Type in single file format such as Warning Statement or Application Proof/PHIP document in full version accepts one English file and one Chinese file only. For the Application Proof/PHIP document in multiple files format, please refer to Section 6.1.2 below.

6.1.2. Uploading File(s) – document in multiple files format

1. Select *Document Type*
2. Click CHOOSE FILES to select the file(s) for upload. Then click OPEN. After your files have been successfully uploaded, the filenames will be displayed under “List of File(s) Pending Approval” of the selected document type and in alphabetical order. Repeat this step until all the relevant files are uploaded.

The screenshot displays the HKEX e-Submission System interface. At the top, there's a navigation bar with links like Home, Submission for Publication, Submission for AP/PHIP, Submission Management, Download Document Template, Profile Admin, and Logout. The main heading is 'Submission for Application Proof & PHIP - Submission Details'. Below this, there are input fields for 'Case No.' (20161011-20116-0001), 'Company Name' (XYZ Group Limited), and 'Document Type' (Application Proof (1st submission) (Multi-Files)). A 'Choose Files' button is next to the document type. Below the form, there's a section titled 'List of File(s) Pending Approval'. It contains two sub-sections: 'Warning Statements (for Application Proof/PHIP related materials)' and 'Application Proof (1st submission) (Multi-Files)'. The latter has two columns: 'English Chapter Title' and 'Chinese Chapter Title'. Each column lists 10 files with filenames like 'EXYZGROUP-20131001-01.pdf' and 'EXYZGROUP-20131001-10.pdf', each with a 'Remove' button.

Figure 6.5 Uploading File(s) – document in multiple files format

3. Fill in *Chapter Title* for each uploaded file.
4. Review and edit the *Document Name* and *Company Name* if necessary.

The screenshot shows the 'Index File Header' section. It has three main fields: 'Document Name' with the value 'Application Proof', 'Company Name' with the value 'IPO-XYZ Group Limited', and 'Bullets Style' with a dropdown arrow. To the right of these fields are their Chinese counterparts: '申請函件' for Document Name and '丁氏已集團有限公司' for Company Name.

Figure 6.6 Document in multiple files format - Document/Company Name

5. You can construct the index page by:

a) Adding narrative boxes



You may add a narrative box by clicking add textbox.

The narrative box can input up to 500 characters.

The screenshot shows a grey header bar with the text "Narrative box (i.e. No file linkage)". Below this, there are two sections: "English Textbox" and "Chinese Textbox". Each section has a blue button labeled "Add Textbox".

Figure 6.7 Document in multiple files format - adding narrative box

b) Removing / Restoring bullets

You may remove a bullet by clicking  and restore a bullet by clicking  again. You may also change the bullet style, the selected bullet style will apply to the whole index page.

The screenshot shows a "Bullets Style" section with a dropdown menu. Below it, there is a instruction: "Please drag and drop the **Chapter Title** or **Textbox** to arrange the Index File Layout". There are two main sections: "Index of English Multi-Files" and "Index of Chinese Multi-Files", each with a "Preview" button. Under "Index of English Multi-Files", there is a yellow box labeled "Front Cover" with a red box highlighting a bullet icon. Under "Index of Chinese Multi-Files", there is a yellow box labeled "封面" with a red box highlighting a bullet icon.

Figure 6.8 Document in multiple files format – bullet style

c) Adjusting indentation

You may increase indentation by clicking . Click  back to the original position.

The screenshot shows two sections: "Index of English Multi-Files" and "Index of Chinese Multi-Files", each with a "Preview" button. Under "Index of English Multi-Files", there are two yellow boxes: "Front Cover" and "Content". Both have red boxes highlighting bullet icons. Under "Index of Chinese Multi-Files", there are two yellow boxes: "封面" and "目錄". Both have red boxes highlighting bullet icons.

Figure 6.9 Document in multiple files format - adjust indentation

d) Changing the order of Chapter Title

You may change the order by drag-and-drop of the selected chapter title.

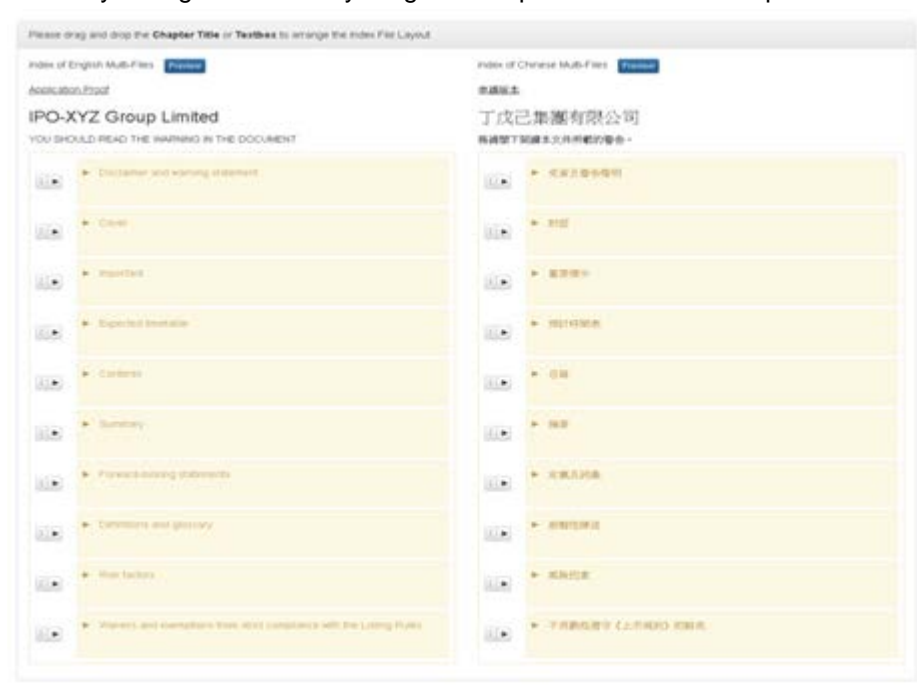


Figure 6.10 Document in multiple files format - index page

6. Click PREVIEW to view the amalgamated index page. The preview function does not allow you to edit the amalgamated index. Should you find the uploaded file / chapter title be incorrect, please CLOSE the preview page and correct it on the **Submission for Application Proof & PHIP – Submission Details** page.

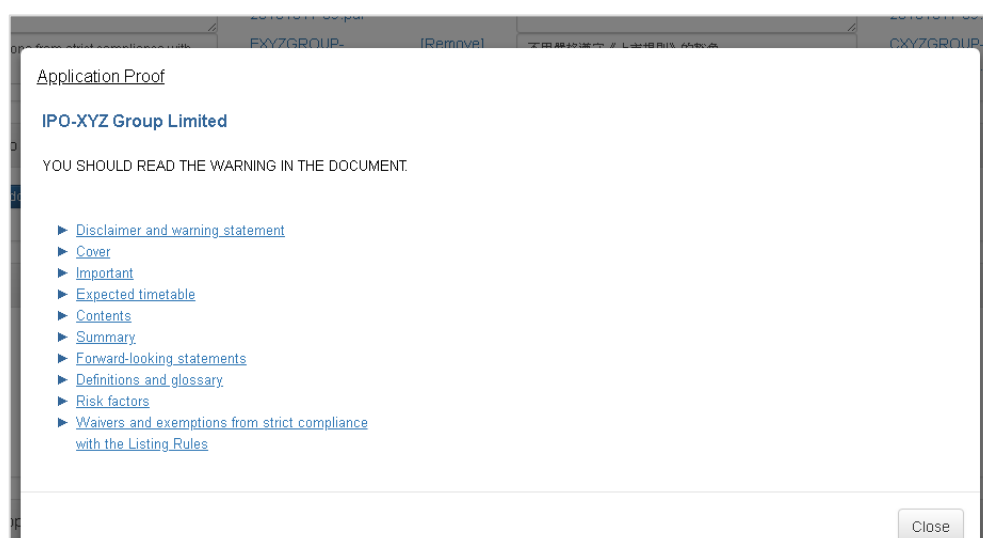


Figure 6.11 Document in multiple file format - preview index page

6.1.3. Input Contact Information

1. After you have uploaded all required files, fill in the *Contact Person* and *Contact Number*.

* Contact Person

* Contact Number

Self-defined Passcode
(Not applicable for the approval of a single person and only accept 8-15 alpha-numeric characters.)

By clicking on Save or Submit or Submit & Approve I confirm that the individual(s) whose personal data is disclosed in my use of this application consent to the processing of their personal data in accordance with the [HKEX Privacy Policy](#).

Click **Save** to save the submission OR **Submit** to proceed for later approval OR **Submit & Approve** for approval now.

Figure 6.12 Submission for Application Proof & PHIP – Input Contact Information

NOTE

- You may add a *Self-defined Passcode* for your submission:
 - The *Self-defined Passcode* is case sensitive, it should be 8 to 15 characters long containing Alpha-Numeric characters; and
 - Once the *Self-defined Passcode* is set, it can only be updated or removed by the original submitter. Other users of the company have to provide the *Self-defined Passcode* in order to retrieve the submission for update or approve.
2. Click SUBMIT & APPROVE for immediate approval.

Alternatively, click SAVE for later editing (refer to Section 4.1 “Edit Submission for Publication”) or click SUBMIT for later approval (refer to Section 4.2 “Approve Submission for Publication”).

6.2. Approving Submission

1. The Submission for Application Proof & PHIP – Approval page will be displayed after you clicked SUBMIT & APPROVE. Review the Submission Details. Should the approver find the submission details need to amend, click PREVIOUS for submitter's amendment.

Figure 6.13 Submission for Application Proof & PHIP –Approval

2. To approve the submission, enter the Approver's User ID, User Password and One-Time Passcode generated from the Approver's Token. Then click APPROVE.

NOTE:

- You will only use the REQUEST ONE-TIME PASSWORD button as a **back-up channel** when you cannot retrieve OTP from the token. Enter the Approver's ID and Approver's Password, then clicks REQUEST ONE-TIME PASSWORD button. An OTP for approving the submission will be sent to the approver's registered mobile number via SMS. Enter the OTP in the Approver's One-Time Passcode.
3. A confirmation dialog box will be prompted. Click CONFIRM to approve.

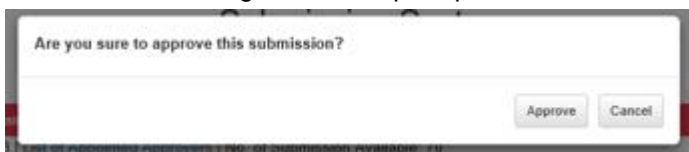


Figure 6.14 Confirmation dialog box

6.3. Acknowledgement

1. If the approval has been successful, an acknowledgement page with status “Approved” will be displayed. You may click PRINT to print this page for record. **You should note the Submission Number shown on the page for future reference.**

HKEX
香港交易所

e-Submission System
The Stock Exchange of Hong Kong Limited
(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

Home Submission for Publication Submission for AP/PHIP Submission Management Download Document Template Profile Admin Logout

Welcome Timothy Cheung | 03/04/2019 13:07

Submission for Application Proof & PHIP - Acknowledgement

Case No.	20161011-20118-0001		
Company Name	IPO-XYZ Group Limited		
Date/Time Submitted	03/04/2019 13:07	Submitted By	FRECKP01
Date/Time Approved	03/04/2019 13:07	Approved By	FRECKP02
Submission Number	PRM-190402-00004	Status	Approved
Contact Person	Chan Tai Man		
Contact Number	22221111		

List of File(s) Uploaded

Warning Statements (for Application Proof/PHIP/related materials)
[EXYZGROUP-20161011-01.pdf](#)
[CXYZGROUP-20161011-01.pdf](#)

Application Proof (1st submission) (Multi-Files)
[Application Proof](#)

Application Proof	申請版本
IPO-XYZ Group Limited	丁戊己集團有限公司
YOU SHOULD READ THE WARNING IN THE DOCUMENT	務請閣下閱讀本文件所載的警告。

- ▶ Disclaimer and warning statement
- ▶ Cover
- ▶ Important
- ▶ Expected timetable
- ▶ Contents
- ▶ Summary
- ▶ Forward-looking statements
- ▶ Definitions and glossary
- ▶ Risk factors
- ▶ Warnings and exemptions from strict compliance with the Listing Rules

- ▶ 免責及警告聲明
- ▶ 封面
- ▶ 重要提示
- ▶ 預計時間表
- ▶ 目錄
- ▶ 摘要
- ▶ 前景及展望
- ▶ 簡明扼要
- ▶ 風險因素
- ▶ 上市規則及《上市規則》的豁免

Print OK

Figure 6.15 Submission for Application Proof & PHIP – Acknowledgement

2. Click OK to return to the **User Home** page.

7. Download Document Template

Please follow the steps set out below to download document template:

1. Choose **Download Document Template** from Main Menu.

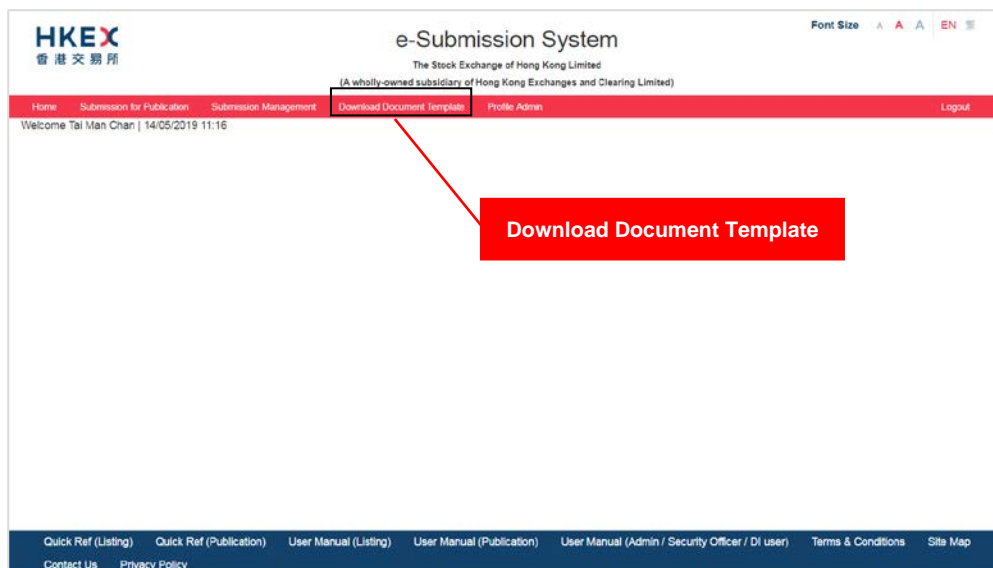


Figure 7.1 Download Document Template Menu

2. A list of templates in ascending order of template name will be displayed.

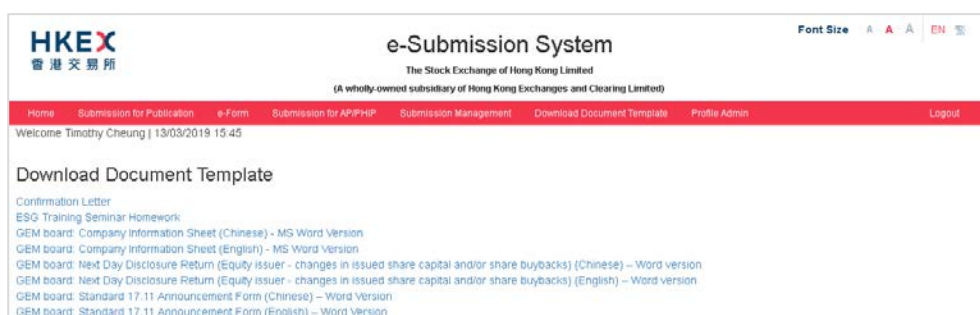
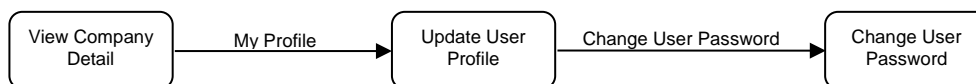


Figure 7.2 Download Document Template

3. Click the template to download. The Download Complete dialog box appears. Click SAVE to save the file to the desired location. Alternatively, click OPEN to open the file with the relevant applications (e.g. Microsoft Word/Excel).
4. Click HOME on the Main Menu to return to the **User Home** page.

8. Profile Administration



8.1. View Your Company's Profile

1. Select **Profile Admin** from Main Menu.

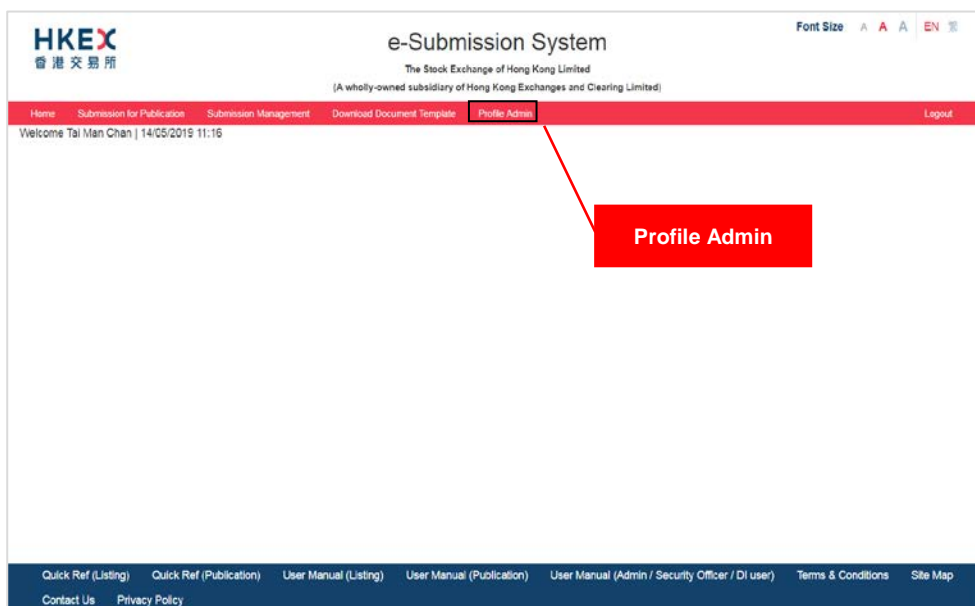


Figure 8.1 Profile Admin menu

2. The **Company Profile** page will be displayed. You can update your user profile by clicking MY PROFILE. Refer to the Section 8.2 “Maintaining User Profile”.

Company Profile	
Company Details	
Company Code	LQ08131
Company Name (English)	ABC Multiactive Limited
Company Name (Chinese)	辰星科技有限公司
Company Website	http://www.hklistco.com/8131
Address (English)	ADDRESS
English Address line 2	Chinese Address line 1
English Address line 3	Chinese Address line 2
English Address line 4	Chinese Address line 3
Fax No.	Chinese Address line 4
Fax No.	

Figure 8.2 Company Profile page

3. Click HOME on the Main Menu to return to the **User Home** page

8.2. Maintaining User Profile

8.2.1. View and Update User Profile

1. Select **Profile Admin** from Main Menu.
2. At **Company Details** page, click MY PROFILE.
3. The **User Profile** page will be displayed. The fields: *Salutation*, *Position*, *Phone No.*, *Mobile No.* and *Email* can be amended as required. Other fields are displayed for reference only. Click SAVE after you have finished editing.

The screenshot shows the 'User Profile - Edit' page in the HKEX e-Submission System. The page has a red header with the HKEX logo and navigation links. The main content area contains a form with the following fields:

- Company Code:** UH04440
- Company Name:** International Trading Company
- Company Type:** Main Board Issuer
- User Details:**
 - User Type:** Publication Related Matters User - Supplier
 - User ID:** 00000001
 - Family Name (English):** WONG
 - Given Name (English):** JASON
 - Salutation:** Mr
 - Position:** Director
 - Phone No.:** 23456789
 - Mobile No.:** 91234567
 - Country Code:** 852
 - Area Code (if any) + Mobile No.:** 12345678
 - Email:** wongjason@hkex.com.hk
 - Password:** [Redacted]

At the bottom left, there is a 'Save' button. At the bottom right, there are links for 'Change User Password' and 'Cancel'. The footer contains various links like 'Quick Ref (Publication)', 'User Manual (Issuing)', etc.

Figure 8.3 User Profile page

4. If your profile has been saved successfully, an acknowledgment message will be displayed.
5. Click HOME on the Main Menu to return to the **User Home** page.

8.2.2. Changing User Password

It is recommended to change your password periodically. To change your password, please follow the steps set out below:

1. Select **Profile Admin** from the Main Menu.
2. At **Company Profile** page, click MY PROFILE.
3. The **User Profile** page will be displayed. Click CHANGE USER PASSWORD.
4. The **Change User Password** page will be displayed. Enter your *Current Password*, a *New Password* and *Retype New Password*. Click SAVE.

The screenshot displays the 'Change User Password' interface. At the top, the HKEX logo and 'e-Submission System' title are visible. Below the header, a navigation bar includes links like 'Home', 'Submission for Publication', 'Submission Management', 'Download Document Template', 'Profile Admin', and 'Logout'. The main content area is titled 'Change User Password' and lists 'MANDATORY FIELDS': 'Current Password', 'New Password', and 'Re-type New Password'. Each field has a corresponding input box. A note below the 'New Password' field states: '(User password is case-sensitive, a combination of letters (both upper & lower case) and number (0-9) and between 8 and 15 characters)'. At the bottom left, the 'Save' button is highlighted with a red box, next to a 'Cancel' button.

Figure 8.4 Change User Password page

NOTE:

- User Password is case-sensitive. It must be 8 to 15 characters long with a combination of letters (both upper & lower case) and number (0-9). It shall not be the same as any of the last 5 passwords (including your *Current Password*).
 - User Password is not allowed to change again within 24 hours.
5. If your password has been changed successfully, an acknowledgement message will be displayed.
 6. Click HOME on the Main Menu to return to the **User Home** page

9. Exit the System

It is recommended that you logout the system if you finish your session or are about to leave your PC unattended. If you have partially completed a submission, you should save the submission before you logout and note the Submission Number assigned to your submission; else the un-submitted data will be lost.

To exit the ESS:

1. Select **Logout** from Main Menu.



Figure 9.1 Logout menu

2. The **ESS Main** page will be displayed.
3. Close the browser window.

Appendix A. Recommended Configuration for Accessing the ESS

1. Screen resolution: 1920 x 1080 pixels
2. Platform / Browser supported:

For Windows

Operating System	Microsoft Windows 7 / 8 / 10
Browser	Microsoft Internet Explorer 11* Chrome 55

Note: * not included Microsoft Edge

For Mac

Operating System	Mac OS X 10.12
Browser	Safari 10

3. Internet connection: Broadband (with upload connection speed of 1MB or above)

Appendix B. Contingency Measures for ESS Interruption

- 1 In the case of ESS disruption, issuers will deliver to HKEX via email soft copies of documents for publication on the HKEX website¹ within the same submission windows as when all systems are fully operational, as prescribed under the Exchange Main Board Listing Rules and GEM Listing Rules. Hard copy or faxed submissions will not be accepted by HKEX and will not comply with these requirements.
- 2 For issuers, this means that, where a soft copy of a document would otherwise be required to be submitted through the e-Submission System (ESS) by 11:00 p.m. for publication on the HKEXnews website, issuers must submit the soft copy to HKEX via email by no later than 11:00 p.m.. There is also a morning window (6:00 a.m. – 8:30 a.m.), a lunch-time window (12:00 noon – 12:30 p.m.) and a window on a non-business day immediately preceding a business day (6:00 p.m. – 8:00 p.m.).
- 3 For large-size documents, delivery will be made by depositing the CD in the collection box on 11/F, Two Exchange Square, 8 Connaught Place, Central, Hong Kong.
- 4 When delivering large-size documents, issuers must submit the CD accompanied by a confirmation letter in the form attached, setting out the appropriate headline categories and confirming the English and Chinese title.
- 5 Please note that, where the headline category of any document published under these contingency measures needs to be amended, the issuer will in all cases have to make a request in writing with the Listing Department for such amendment. The issuer will not be able to make the amendment directly through ESS even where the normal prescribed time limit for amendment by the issuer has not yet expired.
- 6 The contingency measures as set out above are subject to review by HKEX from time to time. HKEX will give notice to all ESS authorised persons advising them of the detailed arrangements when contingency measures are invoked. For more details, please refer to the guide and the FAQs for the Listed Company Information Dissemination and Related Trading Arrangements in the Event of Interruption to the HKEXnews Website Service or the Information Dissemination System available on the HKEX corporate website.

¹ References to the “HKEX website” include, where applicable, the HKEXnews website and/or the GEM website.

[Letterhead of Issuer]

[Date]

By hand

To : Primary Market Information
 Listing Department
 Hong Kong Exchanges and Clearing Limited ("HKEX")
 11/F, Two Exchange Square 8
 Connaught Place, Central Hong Kong

Dear Sirs,

Document for publication

We hereby submit to you the enclosed soft copy of each of the English and Chinese¹ versions of the following document for publication on the HKEXnews/GEM² website.

Tier 1 Headline Category (tick one as appropriate):

Announcements and Notices	<input type="checkbox"/>
Circulars	<input type="checkbox"/>
Listing Documents	<input type="checkbox"/>
Financial Statements/ESG Information	<input type="checkbox"/>
Next Day Disclosure Returns	<input type="checkbox"/>
Monthly Returns	<input type="checkbox"/>
Proxy Forms	<input type="checkbox"/>
Company Information Sheet	<input type="checkbox"/>
Debt and Structure Products	<input type="checkbox"/>
Trading Information of Exchange Traded Funds	<input type="checkbox"/>
Constitutional Documents	<input type="checkbox"/>

Tier 2 Headline Category (if applicable)³:**Title of Document (in English and Chinese)⁴:**

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:

¹ Both the English and Chinese versions are required to be submitted at the same time unless otherwise permitted under the Listing Rules.

² Delete as appropriate.

³ If applicable, insert all such headline categories as may be appropriate from one of the Schedules to Appendix 24 of the Main Board Listing Rules/Appendix 17 of the GEM Listing Rules.

⁴ Insert the same title as appears in the document.

Appendix C. Specifications for files to be published on HKEXnews website and/or GEM website

Overview

1. This appendix specifies the format and the software to be used in the preparation of files to be submitted for publication on HKEXnews website and/or GEM website. Listed Issuers or their authorised representatives; new applicants or their sponsors should ensure that the files are produced in accordance with these specifications.

Publishing Tools

2. The file format MUST be in PDF / DOCX / XLSX which PDF file must be of PDF version 1.5 - 1.7 (ISO32000-1), that can be prepared using Adobe® Acrobat® version 6.0 or above or in Microsoft Word 2010 for Windows or above. DOCX / XLSX file must be prepared using Microsoft Office 2010 or above (or other software that supports the Office Open XML standard).

File Size

3. File (in Chinese or English version) in any cases should NOT be larger than 40MB.
4. For a document with its size larger than the requirement set out in paragraph 3 above has to be submitted for publication in multiple files format. Document should be divided into logical sub-sections and each sub-section should be saved under a different file name. Size of each separated file should again follow the requirement as set out in paragraph 3 above.
5. In addition to the document in multiple files format submitted through ESS for publication, a soft copy of the full version (i.e. in one single file) with bookmarks added of the same document must be submitted as soon as possible on a CD by mailing or physical delivery to HKEX.

File Name Convention

6. The filename of files submitted for publication, should be written in alphanumeric characters (i.e. using only letters of the western alphabet and numbers). The filename of a file containing an English language document should begin with the letter “e”. The filename of a file containing a Chinese language version of the document should begin with the letter “c”. The total file name length must not exceed 200 characters.
7. For submission of document in multiple files format, the individual file name should follow the naming convention [E/C] [chapter number (2 digits)].pdf, the information in the square brackets should be substituted by the relevant information pertaining to each document.

An example of the first chapter of a document in multiple files format would be E01.pdf for English version and C01.pdf for the Chinese version.

General Requirements

8. Diagrams and charts

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

9. Other requirements

- (a) Document printable and with all words being text-searchable and copyable;
- (b) No embedded audio or video;
- (c) Free of computer virus or other items of a destructive nature;
- (d) For PDF file, all fonts (e.g. Chinese character font) used in the file should be embedded in the file;
- (e) No password protected;
- (f) Not contain any macro or formula in Microsoft Excel;
- (g) Not prepared in read-only format.

Note

- 10. For simplicity, PDF documents have been used for illustrative purposes in this appendix. However, Word documents are also accepted by the e-Submission System.

Appendix D. Specifications for files containing Financial Reports to be published on HKEXnews website and/or GEM Website

Overview

1. This appendix specifies the formats to be used for preparation of the files containing Financial Reports to be published on HKEXnews website and/or GEM website.
2. For the publishing tools, recommended file size, file name convention and other general requirements, please refer to Appendix C.

Submission of document in multiple files format

3. When file size of the document exceeded the requirement in Appendix C, document has to be submitted in multiple-files format. The index page outlining the table of content will be constructed during submission.

The following example is a submission of an Annual Report in multiple-files format, illustrating the filename of each split file, its corresponding chapter title and the layout of the index page to be published on the HKEXnews website and/or GEM website.

Example:

- **Stock Code:** 03456
- **English Document Name:** Annual Report
- **Chinese Document Name:** 年度報告
- **English Company Name:** ABC Group Limited
- **Chinese Company Name:** ABC 集團有限公司

- English Document - the filename of each split file and its corresponding chapter title.

English Chapter Title	Uploaded Files List
Cover	E01.pdf
Inside Front Cover	E02.pdf
Contents	E03.pdf
Financial Highlights	E04.pdf
Highlights of the Year	E05.pdf
Chairman's Statement	E06.pdf
Chief Executive's Review	E07.pdf
Corporate Information	E08.pdf
Board of Directors and Senior Management	E09.pdf
Organisation Chart	E10.pdf
Business Review	E11.pdf
Financial Review	E12.pdf
Financial Statistics since the Year of Merger	E13.pdf
Corporate Governance Report	E14.pdf
Audit Committee Report	E15.pdf
Remuneration Committee Report	E16.pdf
Corporate and Social Responsibility Report	E17.pdf
Directors' Report	E18.pdf
Auditors' Report	E19.pdf
Consolidated Profit and Loss Account	E20.pdf
Consolidated Statement of Changes in Equity	E21.pdf
Consolidated Balance Sheet	E22.pdf
Hong Kong Exchanges and Clearing Limited - Balance Sheet	E23.pdf
Consolidated Cash Flow Statement	E24.pdf
Notes to the Consolidated Accounts	E25.pdf
Shareholding Analysis	E26.pdf
Information for Stakeholders	E27.pdf
Glossary	E28.pdf
Inside Back Cover	E29.pdf
Back Cover	E30.pdf

- The layout of the English index page to be published on the HKEXnews website and/or GEM website.

Annual Report

ABC Group Limited (03456)

- ▶ [Cover](#)
- ▶ [Inside Front Cover](#)
- ▶ [Contents](#)
- ▶ [Financial Highlights](#)
- ▶ [Highlights of the Year](#)
- ▶ [Chairman's Statement](#)
- ▶ [Chief Executive's Review](#)
- ▶ [Corporate Information](#)
- ▶ [Board of Directors and Senior Management](#)
- ▶ [Organisation Chart](#)
- ▶ [Business Review](#)
- ▶ [Financial Review](#)
- ▶ [Financial Statistics since the Year of Merger](#)
- ▶ [Corporate Governance Report](#)
- ▶ [Audit Committee Report](#)
- ▶ [Remuneration Committee Report](#)
- ▶ [Corporate and Social Responsibility Report](#)
- ▶ [Directors' Report](#)
- ▶ [Auditors' Report](#)
- ▶ [Consolidated Profit and Loss Account](#)
- ▶ [Consolidated Statement of Changes in Equity](#)
- ▶ [Consolidated Balance Sheet](#)
- ▶ [Hong Kong Exchanges and Clearing Limited - Balance Sheet](#)
- ▶ [Consolidated Cash Flow Statement](#)
- ▶ [Notes to the Consolidated Accounts](#)
- ▶ [Shareholding Analysis](#)
- ▶ [Information for Stakeholders](#)
- ▶ [Glossary](#)
- ▶ [Inside Back Cover](#)
- ▶ [Back Cover](#)

- Chinese Document - the filename of each split file and its corresponding chapter title.

Chinese Chapter Title	Uploaded Files List
封面	C01.pdf
封面內封	C02.pdf
目錄	C03.pdf
財務摘要	C04.pdf
全年大事紀要	C05.pdf
主席報告	C06.pdf
集團行政總裁的回顧	C07.pdf
公司資料	C08.pdf
董事會及高級管理人員	C09.pdf
組織架構	C10.pdf
業務回顧	C11.pdf
財務檢討	C12.pdf
合併之年以來的財務統計數據	C13.pdf
企業管治報告	C14.pdf
稽核委員會報告	C15.pdf
薪酬委員會報告	C16.pdf
企業及社會責任報告	C17.pdf
董事會報告	C18.pdf
核數師報告	C19.pdf
綜合損益賬	C20.pdf
綜合股本權益變動表	C21.pdf
綜合資產負債表	C22.pdf
香港交易及結算所有限公司資產負債表	C23.pdf
綜合現金流動表	C24.pdf
綜合賬目附註	C25.pdf
股權分析	C26.pdf
權益人資料	C27.pdf
詞彙	C28.pdf
封底內封	C29.pdf
封底	C30.pdf

- The layout of the Chinese index page to be published on the HKEXnews website and/or GEM website.

年度報告

ABC 集團有限公司 (03456)

- ▶ [封面內封](#)
- ▶ [目錄](#)
- ▶ [財務摘要](#)
- ▶ [全年大事紀要](#)
- ▶ [主席報告](#)
- ▶ [集團行政總裁的回顧](#)
- ▶ [公司資料](#)
- ▶ [董事會及高級管理人員](#)
- ▶ [組織架構](#)
- ▶ [業務回顧](#)
- ▶ [財務檢討](#)
- ▶ [合併之年以來的財務統計數據](#)
- ▶ [企業管治報告](#)
- ▶ [稽核委員會報告](#)
- ▶ [薪酬委員會報告](#)
- ▶ [企業及社會責任報告](#)
- ▶ [董事會報告](#)
- ▶ [核數師報告](#)
- ▶ [綜合損益妥賬](#)
- ▶ [綜合股本權益變動表](#)
- ▶ [綜合資產負債表](#)
- ▶ [香港交易及結算所有限公司資產負債表](#)
- ▶ [綜合現金流動表](#)
- ▶ [綜合賬目附註](#)
- ▶ [股權分析](#)
- ▶ [權益人資料](#)
- ▶ [詞彙](#)
- ▶ [封底內封](#)
- ▶ [封底](#)

Appendix E. Specifications for files containing Listing Document to be published on HKEXnews website and/or GEM website

Overview

1. This appendix specifies the formats to be used for preparation of the files containing listing document to be published on HKEXnews website and/or GEM website.
2. For the publishing tools, recommended file size, file name convention and other general requirements, please refer to Appendix C.

Submission of document in multiple files format

3. When file size of the document exceeded the requirement in Appendix C, document has to be submitted in multiple-files format. The index page outlining the table of content will be constructed during submission.

The following example is a submission of a Listing Document in multiple-files format, illustrating the filename of each split file, its corresponding chapter title and the layout of the index page to be published on the HKEXnews website and/or GEM website.

Example:

- **Stock Code:** 03456
- **English Document Name:** Prospectus
- **Chinese Document Name:** 招股書
- **English Company Name:** ABC Group Limited
- **Chinese Company Name:** ABC 集團有限公司

- English Document - The filename of each split file and its corresponding chapter title and the narrative boxes (i.e. no file linkage)

English Chapter Title / English Narrative box	Uploaded Files List
Cover	E01.pdf
Important	E02.pdf
Expected Timetable	E03.pdf
Table of Contents	E04.pdf
Summary	E05.pdf
Definitions	E06.pdf
Glossary	E07.pdf
Risk Factors	E08.pdf
Forward-looking Statements	E09.pdf
Information about this Prospectus and the Global Offering	E10.pdf
Parties Involved in the Global Offering	E11.pdf
Corporate Information	E12.pdf
Industry Overview	E13.pdf
Regulations	E14.pdf
Restructuring	E15.pdf
Business	E16.pdf
Financial Information	E17.pdf
Relationship with XYZ Group	E18.pdf
Connected Transactions	E19.pdf
Directors, Supervisors and Senior Management	E20.pdf
Substantial Shareholder	E21.pdf
Share Capital	E22.pdf
Future Plans and Use of Proceeds	E23.pdf
The Strategic and Corporate Placings	E24.pdf
Underwriting	E25.pdf
Structure of the Global Offering	E26.pdf
How to Apply for Hong Kong Public Offer Shares	E27.pdf
Appendix I - Accountants' Report	
Part I	E28.pdf
Part II	E29.pdf
Part III	E30.pdf
Appendix II - Unaudited Pro Forma Financial Information	E31.pdf
Appendix III - Profit Forecast	E32.pdf
Appendix IV - Interim Financial Information	E33.pdf
Appendix V - Property Valuation	E34.pdf
Appendix VI - Independent Technical Report	E35.pdf
Appendix VII - Taxation and Foreign Exchange	E36.pdf
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Appendix IX - Summary of Articles of Association	E38.pdf
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Back Cover	E42.pdf

- The layout of the English index page to be published on the HKEXnews website and/or GEM website.

Prospectus

ABC Group Limited (03456)

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- ▶ [Important](#)
- ▶ [Expected Timetable](#)
- ▶ [Table of Contents](#)
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- ▶ [Back Cover](#)

- Chinese Document - the filename of each split file and its corresponding chapter title and narrative boxes (i.e. without file link).

Chinese Chapter Title / Chinese Narrative box	Uploaded Files List
封面	C01.pdf
重要提示	C02.pdf
預期時間表	C03.pdf
目錄	C04.pdf
概覽	C05.pdf
釋義	C06.pdf
詞彙表	C07.pdf
風險因素	C08.pdf
前瞻性陳述	C09.pdf
有關本招股說明書和全球發售的資料	C10.pdf
參與全球發售的各方	C11.pdf
公司資料	C12.pdf
行業概覽	C13.pdf
監管	C14.pdf
重組	C15.pdf
業務	C16.pdf
風財務資料	C17.pdf
與 ABC 集團的關係	C18.pdf
關連交易	C19.pdf
董事、監事和高級管理人員	C20.pdf
主要股東	C21.pdf
股本	C22.pdf
未來計劃和所得款項用途	C23.pdf
策略配售和企業配售	C24.pdf
包銷	C25.pdf
全球發售架構	C26.pdf
如何申請香港公開發售股份	C27.pdf
附錄一 - 會計師報告	
第一節	C28.pdf
第二節	C29.pdf
第三節	C30.pdf
附錄二 - 未經審核備考財務資料	C31.pdf
附錄三 - 利潤預測	C32.pdf
附錄四 - 未經審核中國會計準則中期財務資料	C33.pdf
附錄五 - 物業估值	C34.pdf
附錄六 - 獨立技術報告	C35.pdf
附錄七 - 稅項和外匯	C36.pdf
附錄八 - 主要法律和監管規定概要	C37.pdf
附錄九 - 公司章程概要	C38.pdf
附錄十 - 法定和一般資料	
第一節	C39.pdf
第二節	C40.pdf
附錄十一 - 送呈公司註冊處及備查文件	C41.pdf
封底	C42.pdf

- The layout of the Chinese index page to be published on the HKEXnews website and/or GEM website.

<u>招股書</u>	
ABC 集團有限公司(03456)	
▶	<u>封面</u>
▶	<u>重要提示</u>
▶	<u>預期時間表</u>
▶	<u>目錄</u>
▶	<u>概覽</u>
▶	<u>釋義</u>
▶	<u>詞彙表</u>
▶	<u>風險因素</u>
▶	<u>前瞻性陳述</u>
▶	<u>有關本招股說明書和全球發售的資料</u>
▶	<u>參與全球發售的各方</u>
▶	<u>公司資料</u>
▶	<u>行業概覽</u>
▶	<u>監管</u>
▶	<u>重組</u>
▶	<u>業務</u>
▶	<u>財務資料</u>
▶	<u>與 ABC 集團的關係</u>
▶	<u>關連交易</u>
▶	<u>董事、監事和高級管理人員</u>
▶	<u>主要股東</u>
▶	<u>股本</u>
▶	<u>未來計劃和所得款項用途</u>
▶	<u>策略配售和企業配售</u>
▶	<u>包銷</u>
▶	<u>全球發售架構</u>
▶	<u>如何申請香港公開發售股份</u>
▶	<u>附錄一 - 會計師報告</u>
	<u>第一節</u>
	<u>第二節</u>
	<u>第三節</u>
▶	<u>附錄二 - 未經審核備考財務資料</u>
▶	<u>附錄三 - 利潤預測</u>
▶	<u>附錄四 - 未經審核中國會計準則中期財務資料</u>
▶	<u>附錄五 - 物業估值</u>
▶	<u>附錄六 - 獨立技術報告</u>
▶	<u>附錄七 - 稅項和外匯</u>
▶	<u>附錄八 - 主要法律和監管規定概要</u>
▶	<u>附錄九 - 公司章程概要</u>
▶	<u>附錄十 - 法定和一般資料</u>
	<u>第一節</u>
	<u>第二節</u>
▶	<u>附錄十一 - 送呈公司註冊處及備查文件</u>
▶	<u>封底</u>

Appendix F. Specifications for files containing IPO Allotment Results to be published on HKEXnews website and/or GEM website

Overview

1. This appendix specifies the formats to be used for preparation of the files containing IPO allotment results to be published on HKEXnews website and/or GEM website.
2. For the publishing tools, file name convention and other general requirements, please refer Appendix C.

File Size

3. The files which contain information on allocation of the Public Offer Shares with successful applicants' identification document numbers should have a size **between 100K bytes to 150K bytes**.

Submission of document in multiple files format

4. To submit a document in multiple files format, the index page outlining the table of content will be constructed during submission.

The following example is a submission of an Allotment Results in multiple-files format, illustrating the filename of each split file, its corresponding chapter title and the layout of the index page to be published on the HKEXnews website and/or GEM website.

Example:

- **Stock Code:** 03456
- **English Document Name:** IPO Allotment Results
- **Chinese Document Name:** 配發結果
- **English Company Name:** ABC Group Limited
- **Chinese Company Name:** ABC 集團有限公司

- English Document - The filename of each split file and its corresponding chapter title and the narrative boxes (i.e. no file linkage)

English Chapter Title / English Narrative box	Uploaded Files List
Cover	E01.pdf
Summary	E02.pdf
Results of applications made by applicants using white application forms	
The following are the results of successful applications using white Application Forms. Applicants who have not provided their identification document numbers are not shown.	
Identification document number(s) (A1234567 to B1234567)	E03.pdf
Identification document number(s) (C1234567 to E234567)	E04.pdf
Identification document number(s) (F1234567 to G1234567)	E05.pdf
Identification document number(s) (H1234567 to K1234567)	E06.pdf
Identification document number(s) (L1234567 to Z1234567)	E07.pdf
Results of applications using yellow application forms through designated CCASS Broker/Custodian Participants	
The following are the results of successful applications using yellow Application Forms through designated CCASS Broker/Custodian Participants. Applicants who have not provided their identification document numbers are not shown.	
Identification document number(s) (A1234567 to D1234567)	E08.pdf
Identification document number(s) (E234567 to Z1234567)	E09.pdf
Results of applications made by CCASS investor participants using yellow application forms	
The following are the results of successful applications made by CCASS Investor Participants using yellow Application Forms. CCASS Investor Participants who have not provided their identification document numbers are not shown.	E10.pdf
Results of applications under the Hong Kong public offering by electronic application instructions given to HKSCC	
The following are the results of successful applications made by giving electronic application instructions to HKSCC. Applicants who have not provided their identification document numbers are not shown.	
Identification document number(s) (A1234567 to B1234567)	E11.pdf
Identification document number(s) (C1234567 to D1234567)	E12.pdf
Identification document number(s) (H1234567 to Z1234567)	E13.pdf
Collection / posting of H share certificates and refund cheques	E14.pdf

- The layout of the English index page to be published on the HKEXnews website and/or GEM website.

IPO Allotment Results

ABC Group Limited (03456)

- ▶ [Cover](#)
- ▶ [Summary](#)
- ▶ Results of applications made by applicants using white application forms
- ▶ The following are the results of successful applications using white Application Forms. Applicants who have not provided their identification document numbers are not shown.
 - [Identification document number\(s\) \(A1234567 to B1234567\)](#)
 - [Identification document number\(s\) \(C1234567 to E234567\)](#)
 - [Identification document number\(s\) \(F1234567 to G1234567\)](#)
 - [Identification document number\(s\) \(H1234567 to K1234567\)](#)
 - [Identification document number\(s\) \(L1234567 to Z1234567\)](#)
- ▶ Results of applications using yellow application forms through designated CCASS Broker/Custodian Participants
- ▶ The following are the results of successful applications using yellow Application Forms through designated CCASS Broker/Custodian Participants. Applicants who have not provided their identification document numbers are not shown.
 - [Identification document number\(s\) \(A1234567 to D1234567\)](#)
 - [Identification document number\(s\) \(E234567 to Z1234567\)](#)
- ▶ Results of applications made by CCASS investor participants using yellow application forms
- ▶ [The following are the results of successful applications made by CCASS Investor Participants using yellow Application Forms. CCASS Investor Participants who have not provided their identification document numbers are not shown.](#)
- ▶ Results of applications under the Hong Kong public offering by electronic application instructions given to HKSCC
- ▶ The following are the results of successful applications made by giving electronic application instructions to HKSCC. Applicants who have not provided their identification document numbers are not shown.
 - [Identification document number\(s\) \(A1234567 to B1234567\)](#)
 - [Identification document number\(s\) \(C1234567 to D1234567\)](#)
 - [Identification document number\(s\) \(H1234567 to Z1234567\)](#)
- ▶ [Collection / posting of H share certificates and refund cheques](#)

- Chinese Document - the filename of each split file and its corresponding chapter title and narrative boxes (i.e. without file link).

Chinese Chapter Title / Chinese Narrative box	Uploaded Files List
封面	C01.pdf
摘要	C02.pdf
申請人使用白色申請表格進行申請認購的結果	
以下是使用白色申請表格成功申請認購的人士，未列出尚未提供其身份證號碼的申請人。	
身份證號碼(A1234567 至 B1234567)	C03.pdf
身份證號碼(C1234567 至 D1234567)	C04.pdf
身份證號碼(E1234567 至 G1234567)	C05.pdf
身份證號碼(H1234567 至 K1234567)	C06.pdf
身份證號碼(L1234567 至 Z1234567)	C07.pdf
透過指定中央結算系統經紀 / 託管商參與者使用黃色申請表格提出申請的結果	
以下為透過指定中央結算系統經紀 / 託管商參與者使用黃色申請表格提出申請的成功申請結果。未列出尚未提供其身份證號碼的申請人。	
身份證號碼(A1234567 至 D1234567)	C08.pdf
身份證號碼(E1234567 至 Z1234567)	C09.pdf
中央結算系統投資者戶口持有人使用黃色申請表格進行申請認購的結果	
以下是使用黃色申請表格成功申請認購的中央結算系統投資者戶口持有人，未列出尚未提供其身份證號碼的中央結算系統投資者戶口持有人。	C10.pdf
透過向香港結算發出電子認購指示進行申請認購的香港公開發售申購結果	
以下是透過向香港結算發出電子認購指示成功申請認購的人士，未列出尚未提供其身份證號碼的申請人。	
身份證號碼(A1234567 至 B1234567)	C11.pdf
身份證號碼(C1234567 至 D1234567)	C12.pdf
身份證號碼(H1234567 至 Z1234567)	C13.pdf
股票和退款支票的領取 / 寄發	C14.pdf

- The layout of the Chinese index page to be published on the HKEXnews website and/or GEM website.

配發結果

ABC 集團有限公司 (03456)

- ▶ [封面](#)
- ▶ [摘要](#)
- ▶ 申請人使用白色申請表格進行申請認購的結果
- ▶ 以下是使用白色申請表格成功申請認購的人士，未列出尚未提供其身份證號碼的申請人。
[身份證號碼\(A1234567 至 B1234567\)](#)
[身份證號碼\(C1234567 至 D1234567\)](#)
[身份證號碼\(E1234567 至 G1234567\)](#)
[身份證號碼\(H1234567 至 K1234567\)](#)
[身份證號碼\(L1234567 至 Z1234567\)](#)
- ▶ 透過指定中央結算系統經紀 / 託管商參與者使用黃色申請表格提出申請的結果
- ▶ 以下為透過指定中央結算系統經紀 / 託管商參與者使用黃色申請表格提出申請的成功申請結果。未列出尚未提供其身份證號碼的申請人。
[身份證號碼\(A1234567 至 D1234567\)](#)
[身份證號碼\(E1234567 至 Z1234567\)](#)
- ▶ 中央結算系統投資者戶口持有人使用黃色申請表格進行申請認購的結果
- ▶ [以下是使用黃色申請表格成功申請認購的中央結算系統投資者戶口持有人，未列出尚未提供其身份證號碼的中央結算系統投資者戶口持有人。](#)
- ▶ 透過向香港結算發出電子認購指示進行申請認購的香港公開發售申購結果
- ▶ 以下是透過向香港結算發出電子認購指示成功申請認購的人士，未列出尚未提供其身份證號碼的申請人。
[身份證號碼\(A1234567 至 B1234567\)](#)
[身份證號碼\(C1234567 至 D1234567\)](#)
[身份證號碼\(H1234567 至 Z1234567\)](#)
- ▶ [股票和退款支票的領取 / 寄發](#)

Appendix G. Specifications for files containing Application Proof, PHIP and Related Materials to be published on HKEXnews website and/or GEM website

Overview

1. This appendix specifies the formats and the software to be used for preparation of the files containing Application Proof, Post Hearing Information Proof ("PHIP") and related materials to be published on HKEXnews website and/or GEM website. Please also refer HKEX guidance letter (HKEX-GL57-13) for the guidance on the logistical arrangements for the submission and publication of Application Proofs, PHIPs and related materials.
2. For recommended file size and other general requirements, please refer Appendix C.

Publishing Tools

3. The file format MUST be in PDF which PDF file must be of PDF version 1.5 - 1.7 (ISO32000-1), that can be prepared using Adobe® Acrobat® version 6.0 or above.

File Name Convention

4. The filename of every Application Proof/PHIP file submitted for publication should contain only alphanumeric characters (i.e. using only letters of the western alphabet and numbers). The name of the English language file should begin with the letter "E". The name of the Chinese language file should begin with the letter "C". The total file name length must not exceed 200 characters.
5. For the warning statement of an Application Proof/PHIP, the naming convention should be as follow:

E or C	Abbreviation of Company Name	-	Date of document (YYYYMMDD)	-	Warn
--------	------------------------------	---	-----------------------------	---	------

6. For the multi-files version of Application Proof/PHIP document, the naming convention should be as follow:

E or C	Abbreviation of Company Name	-	Date of document (YYYYMMDD)	-	Serial number
--------	------------------------------	---	-----------------------------	---	---------------

For example, ABC Group submitted a PHIP in multiple files format on 1 October 2013, the file name of the 21st file (English version) will be "EABCGROUP-20131001-21.pdf".

7. For the full version of Application Proof/PHIP which should be contained in one single-file, it must include bookmarks to enable readers to navigate easily between chapters of the document. The file shall have the following naming convention:

E or C	Abbreviation of Company Name	-	Date of document (YYYYMMDD)	-	Full
--------	---------------------------------	---	--------------------------------	---	------

8. For the statement under MB Rule 9.08(2)(c) or GEM Rule 12.10(2)(c), the naming convention should be as follow:

E or C	Abbreviation of Company Name	-	Date of document (YYYYMMDD)	-	Statement
--------	---------------------------------	---	--------------------------------	---	-----------

Submission of document in multiple-files format

9. When file separation is required, issuers should construct the index page outlining the table of content during submission. The following is an illustrative example of the input fields for the submission of a PHIP in multiple-files format

Example:

- **English Document Name:** PHIP
- **Chinese Document Name:** 聆訊後資料集
- **English Company Name:** ABC Group Limited
- **Chinese Company Name:** ABC 集團有限公司

- English Document - The filename of each split file and its corresponding chapter title.

English Chapter Title	Uploaded Files List
Disclaimer and warning statement	EABCGROUP-20131001-01.pdf
Cover	EABCGROUP-20131001-02.pdf
Important	EABCGROUP-20131001-03.pdf
Expected timetable	EABCGROUP-20131001-04.pdf
Contents	EABCGROUP-20131001-05.pdf
Summary	EABCGROUP-20131001-06.pdf
Definitions and glossary	EABCGROUP-20131001-07.pdf
Forward-looking statements	EABCGROUP-20131001-08.pdf
Risk factors	EABCGROUP-20131001-09.pdf
Waivers and exemptions from strict compliance with the Listing Rules	EABCGROUP-20131001-10.pdf
Information about the listing document and any global offering	EABCGROUP-20131001-11.pdf
Directors, supervisors and parties involved	EABCGROUP-20131001-12.pdf
Corporate information	EABCGROUP-20131001-13.pdf
Industry overview	EABCGROUP-20131001-14.pdf
Regulations	EABCGROUP-20131001-15.pdf
History, development and reorganisation	EABCGROUP-20131001-16.pdf
Business	EABCGROUP-20131001-17.pdf
Financial information	EABCGROUP-20131001-18.pdf
Relationship with controlling shareholders	EABCGROUP-20131001-19.pdf
Connected transactions	EABCGROUP-20131001-20.pdf
Share capital	EABCGROUP-20131001-21.pdf
Substantial shareholders	EABCGROUP-20131001-22.pdf
Cornerstone investors	EABCGROUP-20131001-23.pdf
Directors, senior management and employees	EABCGROUP-20131001-24.pdf
Future plans and use of proceeds	EABCGROUP-20131001-25.pdf
Underwriting	EABCGROUP-20131001-26.pdf
Structure of the global offering	EABCGROUP-20131001-27.pdf
How to apply for Hong Kong offer shares	EABCGROUP-20131001-28.pdf
Appendix I - Accountants' report	EABCGROUP-20131001-29.pdf
Appendix II - Unaudited pro forma financial information	EABCGROUP-20131001-30.pdf
Appendix III - Profit forecast	EABCGROUP-20131001-31.pdf
Appendix IV - Property valuation report	EABCGROUP-20131001-32.pdf
Appendix V - Other expert reports	EABCGROUP-20131001-33.pdf
Appendix VI - Summary of the new applicant's constitution, law of the place of incorporation and information on its dual primary listing	EABCGROUP-20131001-34.pdf
Appendix VII - Statutory and general information	EABCGROUP-20131001-35.pdf
Appendix VIII - Documents delivered to the Registrar of Companies and available for inspection	EABCGROUP-20131001-36.pdf

- The layout of the English index page to be published on the HKEXnews website and/or GEM website.

PHIP

ABC Group Limited

YOU SHOULD READ THE WARNING IN THE DOCUMENT.

- ▶ Disclaimer and warning statement
- ▶ Cover
- ▶ Important
- ▶ Expected timetable
- ▶ Contents
- ▶ Summary
- ▶ Definitions and glossary
- ▶ Forward looking statements
- ▶ Risk Factors
- ▶ Waivers and exemptions from strict compliance with the Listing Rules
- ▶ Information about the listing document and any global offering
- ▶ Directors, supervisors and parties involved
- ▶ Corporate Information
- ▶ Industry Overview
- ▶ Regulations
- ▶ History, development and reorganisation
- ▶ Business
- ▶ Financial Information
- ▶ Relationship with controlling shareholders
- ▶ Connected transactions
- ▶ Share capital
- ▶ Substantial shareholders
- ▶ Cornerstone investors
- ▶ Directors, senior management and employees
- ▶ Future plans and use of proceeds
- ▶ Underwriting
- ▶ Structure of the global offering
- ▶ How to apply for Hong Kong offer shares
- ▶ Appendix I - Accountants' report
- ▶ Appendix II - Unaudited pro forma financial information
- ▶ Appendix III - Profit forecast
- ▶ Appendix IV - Property valuation report
- ▶ Appendix V - Other expert reports
- ▶ Appendix VI - Summary of the new applicant's constitution, law of the place of incorporation and information on its dual primary listing
- ▶ Appendix VII - Statutory and general information
- ▶ Appendix VIII - Documents delivered to the Registrar of Companies and available for inspection

- Chinese Document - the filename of each split file and its corresponding chapter title.

Chinese Chapter Title	Uploaded Files List
免責及警告聲明	CXYZGROUP-20131001-01.pdf
封面	CXYZGROUP-20131001-02.pdf
重要提示	CXYZGROUP-20131001-03.pdf
預計時間表	CXYZGROUP-20131001-04.pdf
目錄	CXYZGROUP-20131001-05.pdf
摘要	CXYZGROUP-20131001-06.pdf
定義及詞彙	CXYZGROUP-20131001-07.pdf
前瞻性陳述	CXYZGROUP-20131001-08.pdf
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