Rule 22 Dealing Disclosure Online Submission

How to Use Guide

May 2014
# Table of contents

I. Accessing the Rule 22 Dealing Disclosure Online Submission System 1

II. Filling in the Disclosure Forms - Public or Private Disclosure 3

III. Making Your Submission 5

IV. Submission Acknowledgement 8
I. Accessing the Rule 22 Dealing Disclosure Online Submission System


2. Click “Rule 22 Dealing Disclosure Online Submission” under “Other e-Services”.
3. Online Submission Homepage

Please read all related information before making a submission.

Click here to access the submission page.

Click any one to read more information related to Rule 22 Dealing Disclosure.
II. Filling in the Disclosure Forms - Public or Private Disclosure

1. You can access the forms by clicking “Forms” on the left navigation bar on Online Submission Homepage or from the Forms webpage ([http://www.sfc.hk/web/EN/forms/listings-and-takeovers/](http://www.sfc.hk/web/EN/forms/listings-and-takeovers/)).

2. Choose the appropriate public or private disclosure form.

3. Open the form. Enable Macro setting to support data validation (Options > Enable this content > OK).

4. Fill in all mandatory fields (fields with *) in Worksheet “Main”. Where no Chinese name is available, please repeat the English Name in the relevant box. Complete the remainder of the form (including filling in Tables 1 to 4) as appropriate.

5. An error message(s) will be shown if invalid data or format is entered or a field is omitted.
6. Save the form when all required fields are completed.
III. Making Your Submission

1. Read the Important Notice. Then click “Confirm and Proceed” to proceed.

2. Fill in all mandatory fields on the Online Submission Page.
3. Indicate whether your submission is a public disclosure or private disclosure by choosing the appropriate button.

4. Attach the Disclosure Form to be submitted. Only Excel files with extension `.xlsm`, `.xlsx`, and `.xls` with file size less than 5 MB are allowed.

5. Enter the security code shown.

6. If the online submission form is not completed properly, ☐ will be shown next to the affected field(s). In the example below, the title of the contact person, confirmation of email address, the attachment and security code are all missing.

7. Enter any clarification or supplemental information that you wish to inform the Executive (e.g. second contact person details, currency denomination of the trades conducted, etc.) in the Submission Remarks box. This field is optional.

8. Tick the checkbox after reading the Declaration and then click “Submit”. Alternatively you may reset the whole form and empty all fields by clicking the “Reset” button.

9. If an error(s) is detected during the submission process, a corresponding message(s) will be shown in RED on the top of the page or in a separate pop-up window. In the example below, the type of disclosure form submitted does not match the disclosure type indicated.
Rule 22 Dealing Disclosure Online Submission

Disclosure Type of the attachment does not match with the selection on the page.

Contact Information
- Contact Person: Chan Tai Man
- Title: Fund Manager
- Company: HK Fund Ltd
- Contact No.: 12345678
- Email Address: chan@fund.hk
- Confirm Email Address: chan@fund.hk
- Disclosure Type: Private
- Submission Remarks: (E.g. second contact person details, other currency denomination, etc.)

Attachment: Browse...

Security Code: 

Declaration
- I declare that all the information I have provided in this submission is true, accurate and complete to the best of my knowledge.

Reset Submit
IV. Submission Acknowledgement

1. Upon successful submission, a submission acknowledgement will be displayed. An acknowledgement email will also be sent to the contact email address provided during the submission.
Acknowledgement of Successful Rule 22 Dealing Disclosure Online Submission

e.workflow@sfc.hk [e.workflow@sfc.hk]
Sent: Tuesday, March 18, 2014 10:51 AM
To: chan@hanki

Thank you for submitting your dealing disclosure.

Submission Summary
Submission Reference: 20140318.1051.00005
Submission File Name: Rule22_FillableForm_Public_Eng_UserGuideSample.xslm
Submission Check Digits of Upload Page: 78136aacedb3a33002f7b3c4176acb4
Submission Check Digits of Excel File: 8506787c967bee6613a5dca0443bd2c

Date/Time of Submission: 18-March-2014 10:53:40 AM

Corporate Finance Division
SEcurities AND FUTURES COMMISSION

謝謝您遞交您的交易披露表格。

遞交摘要
遞交編號: 20140318.1051.00005
遞交檔案名稱: Rule22_FillableForm_Public_Eng_UserGuideSample.xslm
遞交檔案的檢查號碼: 78136aacedb3a33002f7b3c4176acb4
遞交Excel檔案的檢查號碼: 8506787c967bee6613a5dca0443bd2c
遞交日期／時間: 18-March-2014 10:53:40 AM

企業融資部
證券及期貨事務監察委員會