



SECURITIES AND FUTURES COMMISSION

證券及期貨事務監察委員會

## **Code of Conduct for Persons Licensed by or Registered with the Securities and Futures Commission**

June 2012

© Securities & Futures Commission 2012

1994 first edition

1996 second edition

1998 third edition

1999 fourth edition

2001 fifth edition

2003 sixth edition

2006 seventh edition

2010 eighth edition

June 2011 ninth edition

September 2011 tenth edition

October 2011 eleventh edition

June 2012 twelfth edition

Published by

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HK\$60



## Table of Contents

<b>Explanatory notes</b>	<b>vii</b>
<b>General principles</b>	<b>1</b>
<b>GP1</b> <b>Honesty and fairness</b>	<b>1</b>
<b>GP2</b> <b>Diligence</b>	<b>1</b>
<b>GP3</b> <b>Capabilities</b>	<b>1</b>
<b>GP4</b> <b>Information about clients</b>	<b>1</b>
<b>GP5</b> <b>Information for clients</b>	<b>1</b>
<b>GP6</b> <b>Conflicts of interest</b>	<b>1</b>
<b>GP7</b> <b>Compliance</b>	<b>2</b>
<b>GP8</b> <b>Client assets</b>	<b>2</b>
<b>GP9</b> <b>Responsibility of senior management</b>	<b>2</b>
<b>Interpretation and application</b>	<b>3</b>
<b>1.1</b> <b>Definition: representative, registered person, person</b>	<b>3</b>
<b>1.2</b> <b>Interpretation</b>	<b>3</b>
<b>1.3</b> <b>Persons to which the Code applies</b>	<b>3</b>
<b>1.4</b> <b>Persons to which the Code does not apply</b>	<b>4</b>
<b>1.5</b> <b>Effect of breach of the Code</b>	<b>4</b>
<b>Honesty and fairness</b>	<b>5</b>
<b>2.1</b> <b>Accurate representations</b>	<b>5</b>



2.2	Fair and reasonable charges	5
2.3	Advertising	5
2.4	Anti-bribery guidelines	5
<b>Diligence</b>		<b>6</b>
3.1	Prompt execution	6
3.2	Best execution	6
3.3	Prompt and fair allocation	6
3.4	Advice to clients: due skill, care and diligence	6
3.5	No withholding of orders for convenience	6
3.6	Collection of margins	6
3.7	Separate accounts	7
3.8	Derivative position and reporting limits	7
3.9	Order recording	7
3.10	Best interests of clients	8
3.11	Use of gifts by distributors in promoting a specific investment product	8
<b>Capabilities</b>		<b>9</b>
4.1	Fit and proper staff	9
4.2	Staff supervision	9
4.3	Internal control, financial and operational resources	9



<b>Information about clients</b>	<b>10</b>	
<b>5.1</b>	<b>Know your client: in general</b>	<b>10</b>
<b>5.1A</b>	<b>Know your client: investor characterization</b>	<b>11</b>
<b>5.2</b>	<b>Know your client: reasonable advice</b>	<b>12</b>
<b>5.3</b>	<b>Know your client: derivative products</b>	<b>12</b>
<b>5.4</b>	<b>Client identity: origination of instructions and beneficiaries</b>	<b>12</b>
<b>Client agreement</b>	<b>14</b>	
<b>6.1</b>	<b>Client agreement in writing</b>	<b>14</b>
<b>6.2</b>	<b>Minimum content of client agreement</b>	<b>14</b>
<b>6.3</b>	<b>No circumvention of legal requirements</b>	<b>15</b>
<b>6.4</b>	<b>Limited provision of services</b>	<b>15</b>
<b>Discretionary accounts</b>	<b>17</b>	
<b>7.1</b>	<b>Authorization and operation of a discretionary account</b>	<b>17</b>
<b>Information for clients</b>	<b>19</b>	
<b>8.1</b>	<b>Information about the firm: in general</b>	<b>19</b>
<b>8.2</b>	<b>Prompt confirmation</b>	<b>19</b>
<b>8.3</b>	<b>Pre-sale disclosure of monetary and non-monetary benefits</b>	<b>20</b>
<b>8.3A</b>	<b>Disclosure of sales related information</b>	<b>22</b>
<b>8.4</b>	<b>Information about the firm: financials</b>	<b>23</b>



8.5	Information on corporate actions	23
	<b>Client priority</b>	<b>24</b>
9.1	Priority for client orders: order handling and recording	24
9.2	Priority for client orders: order allocation	24
9.3	Non-public, material information	24
9.4	Withdrawal from business	24
	<b>Conflicts of interest</b>	<b>25</b>
10.1	Disclosure and fair treatment	25
	<b>Client assets</b>	<b>26</b>
11.1	Handling of client assets	26
	<b>Compliance</b>	<b>27</b>
12.1	Compliance: in general	27
12.2	Employee dealings	27
12A	Obligations under the FDRS	28
12.3	Complaints	29
12.4	Responsibility for acts of employees	29
12.5	Notifications to the Commission	29
12.6	Co-operation under the FDRS	30a
12.7	Expert witness	30a
	<b>Rebates, soft dollars, and connected transactions</b>	<b>31</b>
13.1-13.4	Retention of rebates, soft dollars and connected transactions	31



13.5	Refund obligation	33
	Responsibility of senior management	34
14.1	Responsibility of senior management	34
	Professional investors	35
15.1-15.5	Professional Investors	35
	Analysts	39
16.1	Application	39
16.2	Interpretation	39
16.3	Principles	43
16.4	Analyst trading and financial interests	44
16.5	Firm financial interests and business relationships	45
16.6	Analyst reporting lines, compensation and participation in other functions	47
16.7	Firm compliance systems	47
16.8	Outside influence	48
16.9	Making commentaries or recommendations through the mass media	48
16.10	Clarity, specificity and prominence of disclosure	49
16.11	Integrity and ethical behavior	50



<b>Schedule 1</b>	<b>Risk disclosure statements</b>	<b>51</b>
<b>Schedule 2</b>	<b>Client identity guidance note</b>	<b>62</b>
<b>Schedule 3</b>	<b>Additional requirements for licensed or registered persons dealing in securities listed or traded on the Stock Exchange of Hong Kong Limited</b>	<b>64</b>
<b>Schedule 4</b>	<b>Additional requirements for licensed or registered persons dealing in futures contracts and/or options contracts traded on Hong Kong Futures Exchange Limited</b>	<b>76</b>
<b>Schedule 5</b>	<b>Additional requirements for licensed persons providing margin lending</b>	<b>92</b>
<b>Schedule 6</b>	<b>Additional requirements for licensed persons engaging in leveraged foreign exchange trading</b>	<b>98</b>



## Explanatory notes

The Commission will be guided by this Code of Conduct (“the Code”) in considering whether a licensed or registered person satisfies the requirement that it is fit and proper to remain licensed or registered, and in that context, will have regard to the general principles, as well as the letter, of the Code. For the purposes of the Code, a registered person includes a “relevant individual” as defined in section 20(10) of the Banking Ordinance (Cap.155), and “registered” shall be construed accordingly. The Code has been published in the Gazette.

Where the Commission has information which suggests that a licensed or registered person is not a fit and proper person to remain licensed or registered, it may conduct an investigation under section 182(1)(e) of the Securities and Futures Ordinance (Cap. 571) (“the SFO”). This information may refer to how the licensed or registered person conducts the business for which the person is licensed or registered or, in the case of an individual who is licensed or registered how he carries on the activity for which he is licensed or registered, or it may refer to other matters. The Commission places great importance on licensed or registered persons being fit and proper.

Licensed or registered persons should note the various Schedules to the Code. These are part of the Code and provide, among other things, supplemental materials such as risk disclosure statements. There are also specific Schedules of provisions that apply to licensed or registered persons which deal in securities and/or futures contracts listed or traded on The Stock Exchange of Hong Kong Limited or Hong Kong Futures Exchange Limited or trade in leveraged foreign exchange contracts. These are derived primarily from former rules of the Exchanges and the repealed Leveraged Foreign Exchange Trading Ordinance. Licensed or registered persons are expected under paragraph 12.1 of the Code to comply with the rules of exchanges and clearing houses of which they are members or participants.

To reflect the realities of today’s markets, the Commission recognizes that conduct of business principles should be flexible enough to differentiate between professional and non-professional investors and some provisions of the Code need not be observed in the case of professionals.



Unless otherwise specified or the context otherwise requires, words and phrases in the Code shall be interpreted by reference to any definition of such word or phrase in Part 1 of Schedule 1 to the SFO.

This Code does not have the force of law and should not be interpreted in a way that would override the provision of any law.



## **General principles**

The Commission has modelled the Code on principles developed and recognized by the International Organization of Securities Commissions and other principles the Commission believes to be fundamental to the undertaking of a licensed or registered person's business.

### **GP1. Honesty and fairness**

In conducting its business activities, a licensed or registered person should act honestly, fairly, and in the best interests of its clients and the integrity of the market.

### **GP2. Diligence**

In conducting its business activities, a licensed or registered person should act with due skill, care and diligence, in the best interests of its clients and the integrity of the market.

### **GP3. Capabilities**

A licensed or registered person should have and employ effectively the resources and procedures which are needed for the proper performance of its business activities.

### **GP4. Information about clients**

A licensed or registered person should seek from its clients information about their financial situation, investment experience and investment objectives relevant to the services to be provided.

### **GP5. Information for clients**

A licensed or registered person should make adequate disclosure of relevant material information in its dealings with its clients.

### **GP6. Conflicts of interest**

A licensed or registered person should try to avoid conflicts of interest, and when they cannot be avoided, should ensure that its clients are fairly treated.



## **GP7. Compliance**

A licensed or registered person should comply with all regulatory requirements applicable to the conduct of its business activities so as to promote the best interests of clients and the integrity of the market.

## **GP8. Client assets**

A licensed or registered person should ensure that client assets are promptly and properly accounted for and adequately safeguarded.

## **GP9. Responsibility of senior management**

The senior management of a licensed or registered person should bear primary responsibility for ensuring the maintenance of appropriate standards of conduct and adherence to proper procedures by the firm. In determining where responsibility lies, and the degree of responsibility of a particular individual, regard shall be had to that individual's apparent or actual authority in relation to the particular business operations, and the factors referred to in paragraph 1.3 below.



# Code of conduct

## Interpretation and application

### 1.1 Definition: representative, registered person, person

- (a) A reference in the Code to a “representative” has the same meaning as under section 167 of the SFO.
- (b) A reference in the Code to a “registered person” means a “registered institution” and, except where the context otherwise requires, includes a “relevant individual” as defined in section 20(10) of the Banking Ordinance (Cap.155), and “registered” shall be construed accordingly.
- (c) A reference in the Code to a “person” includes any public body and any body of persons, corporate or unincorporate.

### 1.2 Interpretation

A reference in the Code to “it” or “its” in relation to a licensed or registered person shall, except where the context otherwise requires, be construed as including a reference to “him” or “his” (as the case may be).

### 1.3 Persons to which the Code applies

Although the Code applies to all licensed or registered persons in carrying on the regulated activities for which the persons are licensed or registered, the Commission recognizes that some aspects of compliance with the Code may not be within the control of a representative. In considering the conduct of representatives under the Code, the Commission will consider their levels of responsibility within the firm, any supervisory duties they may perform, and the levels of control or knowledge they may have concerning any failure by their firms or persons under their supervision to follow the Code.



#### **1.4 Persons to which the Code does not apply**

To the extent that a licensed or registered person acts in the capacity of a management company in relation to the discretionary management of collective investment schemes (whether authorised or unauthorised), the Code does not apply to such activity. In relation to such activities, such licensed or registered persons are subject to the Fund Manager Code of Conduct issued by the Commission.

#### **1.5 Effect of breach of the Code**

A failure by any person to comply with any provision of the Code that applies to it –

- (a) shall not by itself render it liable to any judicial or other proceedings, but in any proceedings under the SFO before any court the Code shall be admissible in evidence, and if any provision set out in the Code appears to the court to be relevant to any question arising in the proceedings it shall be taken into account in determining the question; and
- (b) the Commission shall consider whether such failure tends to reflect adversely on the person's fitness and properness.



## **Honesty and fairness**

### **2.1 Accurate representations**

Where a licensed or registered person advises or acts on behalf of a client, it should ensure that any representations made and information provided to the client are accurate and not misleading.

### **2.2 Fair and reasonable charges**

The general course of dealing or advising concerning a client, the provision of margin lending, and the charges, mark-ups, or fees affecting a client should be fair and reasonable in the circumstances, and be characterized by good faith.

### **2.3 Advertising**

A licensed or registered person should ensure that invitations and advertisements do not contain information that is false, disparaging, misleading or deceptive.

### **2.4 Anti-bribery guidelines**

A licensed or registered person should be familiar with the Prevention of Bribery Ordinance (Cap. 201) (“PBO”) and follow related guidance issued by the Independent Commission Against Corruption. The PBO may prohibit an agent (normally an employee) from soliciting or accepting an advantage without the permission of the principal (normally the employer) when conducting the principal’s business. A person who offers the advantage may also commit an offence.



## **Diligence**

### **3.1 Prompt execution**

A licensed or registered person should take all reasonable steps to execute promptly client orders in accordance with clients' instructions.

### **3.2 Best execution**

A licensed or registered person when acting for or with clients should execute client orders on the best available terms.

### **3.3 Prompt and fair allocation**

A licensed or registered person should ensure that transactions executed on behalf of clients are promptly and fairly allocated to the accounts of the clients on whose behalf the transactions were executed.

### **3.4 Advice to clients: due skill, care and diligence**

When providing advice to a client a licensed or registered person should act diligently and carefully in providing the advice and ensure that its advice and recommendations are based on thorough analysis and take into account available alternatives.

### **3.5 No withholding of orders for convenience**

A licensed or registered person should not withdraw or withhold client orders for its own convenience or for the convenience of any other person. For the avoidance of doubt, this only applies in respect of market orders and limit orders that can be executed in the market at the relevant price.

### **3.6 Collection of margins**

In dealing or trading for its clients in securities, futures contracts or leveraged foreign exchange contracts that require the provision of margin (including collateral), a licensed or registered person should collect promptly from clients any amounts due as margin.



### **3.7 Separate accounts**

A licensed or registered person should keep separate accounts for each client for dealings in securities, futures contracts or trading in leveraged foreign exchange contracts, and where relevant, for transactions concluded on a cash basis or a margin basis.

### **3.8 Derivative position and reporting limits**

A licensed or registered person should inform clients of applicable derivative position and reporting limits and, in relation to positions maintained with the licensed or registered person, monitor compliance with those limits.

### **3.9 Order recording**

- (a) Except as otherwise provided in Schedule 3 and Schedule 6 to the Code, a licensed or registered person should record and immediately time stamp records of the particulars of the instructions for agency orders and internally generated orders (such as proprietary accounts and staff accounts).
- (b) Where order instructions are received from clients through the telephone, a licensed or registered person should use a telephone recording system to record the instructions and maintain telephone recordings as part of its records for at least six months.
- (c) A licensed or registered person should prohibit its staff members from receiving client order instructions through mobile phones when they are on the trading floor, in the trading room, usual place of business where order is received or usual place where business is conducted, and should have a written policy in place to explain and enforce this prohibition.

#### Notes

The Commission notes that mobile telephones are widely used in Hong Kong. The use of mobile phones for receiving client order instructions is strongly discouraged. However, where orders are accepted by mobile

*The revisions to paragraph 3.9 will take effect on 1 Dec 2012.*



phones outside the trading floor, trading room, usual place of business where order is received or usual place where business is conducted, staff members should immediately call back to their licensed or registered person's telephone recording system and record the time of receipt and the order details. The use of other formats (e.g. in writing by hand) to record details of clients' order instructions and time of receipt should only be used if the licensed or registered person's telephone recording system cannot be accessed.

### **3.10 Best interests of clients**

A licensed or registered person should act in the best interests of its clients in providing services or recommending the services of an affiliated person to its clients.

### **3.11 Use of gifts by distributors in promoting a specific investment product**

In promoting a specific investment product to a client, a licensed or registered person should not offer any gift other than a discount of fees or charges.



## **Capabilities**

### **4.1 Fit and proper staff**

A licensed or registered person should ensure that any person it employs or appoints to conduct business is fit and proper and otherwise qualified to act in the capacity so employed or appointed (including having relevant professional training or experience).

### **4.2 Staff supervision**

A licensed or registered person should ensure that it has adequate resources to supervise diligently and does supervise diligently persons employed or appointed by it to conduct business on its behalf.

### **4.3 Internal control, financial and operational resources**

A licensed or registered person should have internal control procedures and financial and operational capabilities which can be reasonably expected to protect its operations, its clients and other licensed or registered persons from financial loss arising from theft, fraud, and other dishonest acts, professional misconduct or omissions.



## Information about clients

### 5.1 Know your client: in general

- (a) A licensed or registered person should take all reasonable steps to establish the true and full identity of each of its clients, and of each client's financial situation, investment experience, and investment objectives. Where an account opening procedure other than a face-to-face approach is used, it should be one that satisfactorily ensures the identity of the client. Where the account opening documents are not executed in the presence of an employee of the licensed or registered person, the signing of the Client Agreement (as defined in paragraph 6.1) and sighting of related identity documents should be certified by any other licensed or registered person, an affiliate of a licensed or registered person, a JP (Justice of the Peace), or a professional person such as a branch manager of a bank, certified public accountant, lawyer or notary public. Certification services that are recognized by the Electronic Transactions Ordinance (Cap. 553), such as the certification services available from the Hongkong Post, may also be employed.
- (b) Alternatively, the identity of the client (other than corporate entities), may be properly verified if the licensed or registered person complies with the following procedural steps:
  - (i) the new client sends to the licensed or registered person a signed physical copy of the Client Agreement (see paragraph 6.2) together with a copy of the client's identity document (identity card or relevant sections of the client's passport) for verification of the client's signature and identity;
  - (ii) the licensed or registered person should obtain and encash a cheque (amount not less than HK\$10,000<sup>1</sup> and bearing the client's name as shown in his identity document) issued by the new client and drawn on the client's account with a licensed bank in Hong Kong;

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<sup>1</sup> The minimum cheque amount required is subject to periodic review and will be revised when appropriate.



- (iii) the signature on the cheque issued by the client and the signature on the Client Agreement must be the same;
- (iv) the client is informed (in the Client Agreement or by way of a notice) of this account opening procedure and the conditions imposed, in particular the condition that the new account will not be activated until the cheque is cleared; and
- (v) proper records are kept by the licensed or registered person to demonstrate that the client identification procedures have been followed satisfactorily.

### **5.1A Know your client: investor characterization**

- (a) Except where a client is a Professional Investor for the purpose of paragraph 15 of the Code, a licensed or registered person should, as part of the know your client procedures, assess the client's knowledge of derivatives and characterize the client based on his knowledge of derivatives.
- (b) Where a client without knowledge of derivatives wishes to purchase a derivative product (hereafter refer to as a "transaction" in this paragraph) which is:
  - (i) traded on an exchange and the licensed or registered person has not solicited the client or made a recommendation to the client in relation to the proposed transaction, the licensed or registered person should explain the relevant risks associated with the product to the client;
  - (ii) not traded on an exchange and the licensed or registered person has not solicited the client or made a recommendation to the client in relation to the proposed transaction, the licensed or registered person should warn the client about the transaction and, having regard to the information about the client of which the licensed or registered person is or should be aware through the exercise of due diligence, particularly the fact that he is a client without knowledge of derivatives, the licensed or registered person should provide appropriate advice



to the client as to whether or not the transaction is suitable for the client in all the circumstances. Records of the warning and other communications with the client should be kept. If the transaction is assessed to be unsuitable for the client, the licensed or registered person may only proceed to effect the transaction if to do so would be acting in the best interests of the client in accordance with the general principles of the Code.

## **5.2 Know your client: reasonable advice**

Having regard to information about the client of which the licensed or registered person is or should be aware through the exercise of due diligence, the licensed or registered person should, when making a recommendation or solicitation, ensure the suitability of the recommendation or solicitation for that client is reasonable in all the circumstances.

## **5.3 Know your client: derivative products**

A licensed or registered person providing services to a client in derivative products, including futures contracts or options, or any leveraged transaction should assure itself that the client understands the nature and risks of the products and has sufficient net worth to be able to assume the risks and bear the potential losses of trading in the products.

## **5.4 Client identity: origination of instructions and beneficiaries**

- (a) Subject to paragraph 5.4(e), a licensed or registered person should be satisfied on reasonable grounds about:
  - (i) the identity, address and contact details of :
    - (A) the person or entity (legal or otherwise) ultimately responsible for originating the instruction in relation to a transaction; and
    - (B) except in the case of paragraph 5.4(d) below, the person or entity (legal or otherwise) that stands to gain the commercial or economic benefit of the



transaction and/or bear its commercial or economic risk; and

- (ii) the instruction given by the person or entity referred to in paragraph 5.4(a)(i)(A).
- (b) A licensed or registered person should keep in Hong Kong a record of the details referred to in paragraph 5.4(a) and give the Commission access to that record upon request.
- (c) A licensed or registered person should not do anything to effect a transaction unless it has first complied with paragraphs 5.4(a) and (b).
- (d) In relation to a collective investment scheme or discretionary account, the "entity" referred to in paragraph 5.4(a) is the collective investment scheme or account, and the manager of that collective investment scheme or account, not those who hold a beneficial interest in that collective investment scheme or account (e.g., the unitholders of a unit trust).
- (e) Paragraph 5.4(a) applies only where the transaction involves securities or futures contracts that are listed or traded on a recognized stock market or a recognized futures market or a derivative, including an over-the-counter derivative, written over such securities or futures contracts.



## **Client agreement**

### **6.1 Client agreement in writing**

Licensed or registered persons should enter into a written agreement (“Client Agreement”) with each client before services are provided to the client. The Client Agreement should be in Chinese or English according to the language preference of the client, as should any other agreement, authority, risk disclosure, or supporting document. Licensed or registered persons should provide a copy of these documents to the client and draw to the client’s attention the relevant risks. Where an account opening procedure other than a face-to-face approach is used, the covering correspondence should specifically direct the client’s attention to the appropriate risk disclosure statements. As explained below, the type of Client Agreement may vary depending on the services provided.

### **6.2 Minimum content of client agreement**

Subject to paragraph 6.4 and Schedules 1, 3, 4 and 6 to the Code, a Client Agreement should contain at least provisions to the following effect:

- (a) the full name and address of the client as verified by a retained copy of the identity card, relevant sections of the passport, business registration certificate, corporation documents, or any other official document which uniquely identifies the client;
- (b) the full name and address of the licensed or registered person's business including the licensed or registered person's licensing or registration status with the Commission and the CE number (being the unique identifier assigned by the Commission);
- (c) undertakings by the licensed or registered person and the client to notify the other in the event of any material change to the information (as specified in paragraphs 6.2(a), (b), (d), (e) and (f)) provided in the Client Agreement;



- (d) a description of the nature of services to be provided to or available to the client, such as securities cash account, securities margin account, discretionary account, portfolio management, investment advice, unit trusts, futures/options account, or leveraged foreign exchange trading account;
- (e) a description of any remuneration (and the basis for payment) that is to be paid by the client to the licensed or registered person, such as commission, brokerage, and any other fees and charges;
- (f) if margin or short selling facilities are to be provided to the client, details of margin requirements, interest charges, margin calls, and the circumstances under which a client's positions may be closed without the client's consent;
- (g) if services are to be provided to the client in relation to derivative products, including futures contracts or options, (1) a statement that the licensed or registered person shall provide to the client upon request product specifications and any prospectus or other offering document covering such products and (2) a full explanation of margin procedures and the circumstances under which a client's positions may be closed without the client's consent; and
- (h) the risk disclosure statements as specified in Schedule 1 to the Code.

### **6.3 No circumvention of legal requirements**

A licensed or registered person should ensure that it complies with its obligations under a Client Agreement and that a Client Agreement does not operate to remove, exclude or restrict any rights of a client or obligations of the licensed or registered person under the law.

### **6.4 Limited provision of services**

A Client Agreement should properly reflect the services to be provided. Where the services to be provided are limited in nature, the Client Agreement may be limited accordingly. For example, where the services to be provided by a licensed or registered



person to a client are limited to effecting one-off disposals of securities in connection with initial public offerings, the Client Agreement would only need to contain the provisions set out in paragraphs 6.2(a), (b), (d) and (e).



## **Discretionary accounts**

### **7.1 Authorization and operation of a discretionary account**

- (a) A licensed or registered person should not effect a transaction for a client unless before the transaction is effected (i) the client, or a person designated in writing by the client, has specifically authorized the transaction; or (ii) the client has authorized in writing the licensed or registered person or any person employed by the licensed or registered person (who must in turn be a licensed or registered person) to effect transactions for the client without the client's specific authorization.
- (b) Where a client wishes to grant an authority described under paragraph 7.1(a) (ii), the licensed or registered person or a person employed by it should explain the terms of the authority to the client. If an authority is granted to an employee or agent of the licensed or registered person, the authority should state that the person is an employee or agent of the licensed or registered person. The licensed or registered person should also confirm with the client at least on an annual basis whether that client wishes to revoke such authority. For the avoidance of doubt, it will be acceptable for the licensed or registered person to send a notification to the client before the expiry date of its discretionary authority and inform the client that such authority is automatically renewed unless the client specifically revokes it in writing before the expiry date.
- (c) If a licensed or registered person has obtained an authority described under paragraph 7.1(a)(ii), the Client Agreement and the licensed or registered person's records should designate such accounts as "discretionary accounts".
- (d) Senior management should approve the opening of discretionary accounts.

*The revisions to paragraph 7.1 will take effect on 1 Dec 2012.*



- (e) A licensed or registered person should implement internal control procedures to ensure proper supervision of the operation of discretionary accounts.



## **Information for clients**

### **8.1 Information about the firm: in general**

- (a) A licensed or registered person should provide clients with adequate and appropriate information about its business, including contact details, services available to clients, and the identity and status of employees and others acting on its behalf with whom the client may have contact.
- (b) Where employees act for more than one company within a financial services group, a licensed or registered person should ensure that there is no reasonable basis for confusion on the part of the client as to the company for which these employees are acting.

### **8.2 Prompt confirmation**

- (a) Unless specifically agreed otherwise in writing by the client, after a licensed or registered person has effected a transaction for a client, it should endeavour to confirm promptly with the client the essential features of the transaction. This does not apply in relation to a discretionary account.
- (b) Where a licensed or registered person trades in options contracts for its clients, it should provide each client with a trade confirmation promptly after effecting such trading that includes:
  - (i) the number of contracts purchased or sold, the underlying asset, expiry month, strike price, option type (put or call), version number (if not 0) and whether they were closing contracts or opening contracts; and
  - (ii) the price and the unit of the asset comprised in each lot the subject of such contract.



## 8.3 Pre-sale disclosure of monetary and non-monetary benefits

### Part A

#### Disclosure of monetary benefits

*Where the monetary benefits received are quantifiable*

##### (a) Specific disclosure

*Explicit remuneration arrangement*

- (i) Where a licensed or registered person and/or any of its associates explicitly receives monetary benefits from a product issuer (directly or indirectly) for distributing an investment product, the licensed or registered person should disclose the monetary benefits that are receivable by it and/or any of its associates as a percentage ceiling of the investment amount or the dollar equivalent.

*Trading profit made from a back-to-back transaction*

- (ii) Where a licensed or registered person enters into a back-to-back transaction concerning an investment product, the licensed or registered person should disclose to the client the trading profit to be made. The trading profit should be disclosed as a percentage ceiling of the investment amount or the dollar equivalent.

#### Notes

For the avoidance of doubt, the specific disclosure should be made on a transaction basis.

As a minimum, a licensed or registered person should disclose the monetary benefits that are receivable by it and/or any of its associates or the trading profit in the form of a percentage ceiling of the investment amount rounded up to the nearest whole percentage point or the dollar equivalent. However, having regard to its own circumstances, the licensed or registered person may disclose a specific percentage or the dollar equivalent instead.



Back-to-back transactions refer to those transactions where a licensed or registered person, after receiving a purchase order from an investor, purchases an investment product from a third party and then sells the same investment product to the investor and no market risk is taken by the licensed or registered person.

**(b) Generic disclosure**

*Non-explicit remuneration arrangement*

- (i) Where a licensed or registered person does not explicitly receive monetary benefits for distributing an investment product which is issued by it or any of its associates, the licensed or registered person should disclose that it or any of its associates will benefit from the origination and distribution of this product.

*Where the monetary benefits received are not quantifiable*

- (ii) Where the monetary benefits received by a licensed or registered person and/or any of its associates are not quantifiable prior to or at the point of sale, the licensed or registered person should disclose the existence and nature of such monetary benefits.

**Part B**

**Disclosure of non-monetary benefits**

- (a) Where a licensed or registered person and/or any of its associates receives from a product issuer non-monetary benefits for distributing an investment product, the licensed or registered person should disclose the existence and nature of such non-monetary benefits.



### 8.3A Disclosure of sales related information

- (a) Where a licensed or registered person distributes an investment product to a client other than a Professional Investor for the purpose of paragraph 15 of the Code, the licensed or registered person should deliver the following information to the client prior to or at the point of sale:
  - (i) The capacity (principal or agent) in which a licensed or registered person is acting;
  - (ii) Affiliation of the licensed or registered person with the product issuer;
  - (iii) Disclosure of monetary and non-monetary benefits (*Please refer to paragraph 8.3 of the Code*); and
  - (iv) Terms and conditions in generic terms under which client may receive a discount of fees and charges from a licensed or registered person.
- (b) The disclosure must be made in writing, electronically or otherwise. The licensed or registered person should have adequate measures in place to ensure that the above information is provided to the client prior to or at the point of sale.
- (c) In circumstances where provision of information in written form is not possible before a transaction is concluded, the licensed or registered person should make a verbal disclosure and provide such information in writing to the client as soon as practicable after the conclusion of the transaction.
- (d) The information disclosed in written form should be in Chinese or English according to the language preference of the client.

#### Notes

The licensed or registered person should ensure that the disclosure in writing is prominent, is presented in a clear and concise manner and is easy for average clients to understand.



#### **8.4 Information about the firm: financials**

A licensed or registered person should, upon request, disclose the financial condition of its business to a client by providing a copy of the latest audited balance sheet and profit and loss account required to be filed with the Commission and disclose any material changes which adversely affect the licensed or registered person's financial condition after the date of the accounts.

#### **8.5 Information on corporate actions**

A licensed or registered person that has control of a client's assets should respond promptly to the client's requests for information on corporate actions in relation to those assets.



## **Client priority**

### **9.1 Priority for client orders: order handling and recording**

A licensed or registered person should handle orders of clients fairly and in the order in which they are received. Orders of clients or transactions to be undertaken on behalf of clients should have priority over orders for the account of the licensed or registered person, or any account in which the licensed or registered person has an interest or the account of any employee or agent of the licensed or registered person.

### **9.2 Priority for client orders: order allocation**

A licensed or registered person should, where it has aggregated an order for a client with an order for another client, or with an order for its own account, give priority to satisfying orders of clients, in any subsequent allocation if all orders cannot be filled.

### **9.3 Non-public, material information**

A licensed or registered person should have procedures in place to ensure that its employees do not deal (for the benefit of the licensed or registered person, the employee or a client) in securities or futures contracts where the employee concerned effects the dealing in order to “front-run” pending transactions for or with clients, or on the basis of other non-public information which would be expected to materially affect prices of those securities or futures contracts and which is to be released to the market.

### **9.4 Withdrawal from business**

A licensed or registered person that withdraws in whole or in part from providing any investment or related services should ensure that affected clients are promptly notified of the action and that any business which remains outstanding is promptly completed or transferred to another licensed or registered person in accordance with any instructions of the affected clients.



## **Conflicts of interest**

### **10.1 Disclosure and fair treatment**

Where a licensed or registered person has a material interest in a transaction with or for a client or a relationship which gives rise to an actual or potential conflict of interest in relation to the transaction, it should neither advise, nor deal in relation to the transaction unless it has disclosed that material interest or conflict to the client and has taken all reasonable steps to ensure fair treatment of the client.



## **Client assets**

### **11.1 Handling of client assets**

- (a) A licensed or registered person should, in the handling of client transactions and client assets, act to ensure that client assets are accounted for properly and promptly. Where the licensed or registered person or a third party on behalf of the licensed or registered person is in possession or control of client positions or assets, the licensed or registered person should ensure that client positions or assets are adequately safeguarded.
  
- (b) Where a client's assets are received or held overseas, additional risk disclosures should be provided to the client, as such assets may not enjoy the same protection as that conferred under the SFO, the Securities and Futures (Client Money) Rules and the Securities and Futures (Client Securities) Rules.



## Compliance

### 12.1 Compliance: in general

A licensed or registered person should comply with, and implement and maintain measures appropriate to ensuring compliance with the law, rules, regulations and codes administered or issued by the Commission, the rules of any exchange or clearing house of which it is a member or participant, and the requirements of any regulatory authority which apply to the licensed or registered person.

### 12.2 Employee dealings

- (a) A licensed or registered person should have a policy which has been communicated to employees in writing on whether employees are permitted to deal or trade for their own accounts in securities, futures contracts or leveraged foreign exchange contracts. For purposes of paragraph 12.2, the term “employees” includes directors (other than non-executive directors) of a licensed or registered person.
- (b) In the event that employees of a licensed or registered person are permitted to deal or trade for their own accounts in securities, futures contracts or leveraged foreign exchange contracts:
  - (i) the written policy should specify the conditions on which employees may deal for their own accounts;
  - (ii) employees should be required to identify all related accounts and report them to senior management. For purposes of paragraph 12.2, the term “related accounts” includes accounts of their minor children and accounts in which the employees hold beneficial interests;
  - (iii) employees should generally be required to deal through the licensed or registered person or its affiliates;
  - (iv) if the licensed or registered person provides services in securities or futures contracts listed or traded on a recognized stock market or a recognized futures market



or in derivatives, including over-the-counter derivatives written over such securities or futures contracts, and its employees are permitted to deal through another dealer, in those securities or futures contracts, the licensed or registered person and employee should arrange for duplicate trade confirmations and statements of account to be provided to senior management of the licensed or registered person;

- (v) any transactions for employees' accounts and related accounts should be separately recorded and clearly identified in the records of the licensed or registered person; and
  - (vi) transactions of employees' accounts and related accounts should be reported to and actively monitored by senior management of the licensed or registered person who should not have any beneficial or other interest in the transactions and who should maintain procedures to detect irregularities and ensure that the handling by the licensed or registered person of these transactions or orders is not prejudicial to the interests of the licensed or registered person's other clients.
- (c) A licensed or registered person should not knowingly deal in securities or futures contracts for another licensed or registered person's employee unless it has received written consent from that licensed or registered person.

## **12A Obligations under the FDRS**

A licensed or registered person should comply with the Financial Dispute Resolution Scheme ("FDRS") for managing and resolving disputes administered by the Financial Dispute Resolution Centre Ltd ("FDRS") in full and be bound by the dispute resolution processes provided for under the FDRS. The FDRS will apply to licensed or registered persons other than firms which carry on Type 10 regulated activity under the SFO i.e. provision of credit rating services.



### **12.3 Complaints**

A licensed or registered person should ensure that:

- (a) complaints from clients relating to its business are handled in a timely and appropriate manner;
- (b) steps are taken to investigate and respond promptly to the complaints;
- (c) where a complaint is not remedied promptly, the client is advised of any further steps which may be available to the client under the regulatory system including the right to refer a dispute to the FDRC; and
- (d) where a complaint has been received, the subject matter of the complaint is properly reviewed. If the subject matter of the complaint relates to other clients, or raises issues of broader concern, a licensed or registered person should take steps to investigate and remedy such issues, notwithstanding that the other clients may not have filed complaints with the licensed or registered person and/or the FDRC.

### **12.4 Responsibility for acts of employees**

A licensed or registered person should be responsible for the acts or omissions of its employees and agents in respect to the conduct of its business.

### **12.5 Notifications to the Commission**

A licensed or registered person, as a firm, should report to the Commission immediately upon the happening of any one or more of the following:

- (a) any material breach, infringement of or non-compliance with any law, rules, regulations, and codes administered or issued by the Commission, the rules of any exchange or clearing house of which it is a member or participant, and the requirements of any regulatory authority which apply to the



licensed or registered person, or where it suspects any such breach, infringement or non-compliance whether by:

- (i) itself; or
- (ii) persons it employs or appoints to conduct business with clients or other licensed or registered persons,

giving particulars of the breach, infringement or non-compliance, or suspected breach, infringement or non-compliance, and relevant information and documents;

- (b) the passing of any resolutions, the initiation of any proceedings, or the making of any order which may result in the appointment of a receiver, provisional liquidator, liquidator or administrator or the winding-up, re-organisation, reconstruction, amalgamation, dissolution or bankruptcy of the licensed or registered person or any of its substantial shareholders or the making of any receiving order or arrangement or composition with creditors;
- (c) the bankruptcy of any of its directors;
- (d) the exercise of any disciplinary measure against it by any regulatory or other professional or trade body or the refusal, suspension or revocation of any regulatory licence, consent or approval required in connection with its business;
- (e) any material failure, error or defect in the operation or functioning of its trading, accounting, clearing or settlement systems or equipment;
- (f) any material breach, infringement or non-compliance of market misconduct provisions set out in Part XIII or Part XIV of the Securities and Futures Ordinance that it reasonably suspects may have been committed by its client, giving particulars of the suspected breach, infringement or non-compliance and relevant information and documents; and

*Paragraph 12.5(f) will take effect on 1 Dec 2012.*



- (g) any determination or settlement of a complaint in connection with the FDRS (including the details of the determination or settlement), if so requested by the Commission.

## **12.6 Co-operation under the FDRS**

A licensed or registered person should:

- (a) make honest and diligent disclosure before mediators and/or arbitrators in connection with the FDRS; and
- (b) render all reasonable assistance to the FDRS.

## **12.7 Expert witness**

A licensed or registered person, as a firm, should not, without reasonable excuse, prohibit persons it employs from performing expert witness services for the Commission and the Hong Kong Monetary Authority.

*Paragraph 12.7 will take effect on 1 Dec 2012.*



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## **Rebates, soft dollars, and connected transactions**

### **Retention of rebates, soft dollars and connected transactions**

- 13.1 A licensed or registered person that acts for a client in the exercise of investment discretion may receive goods or services (i.e. soft dollars) from a broker in consideration of directing transaction business on behalf of the client to the broker only if:
- (a) the goods or services are of demonstrable benefit to the licensed or registered person's clients;
  - (b) transaction execution is consistent with best execution standards and brokerage rates are not in excess of customary full-service brokerage rates;
  - (c) the client has consented in writing to the receipt of the goods and services; and
  - (d) disclosure is made of the licensed or registered person's practices for receiving the goods and services, including a description of the goods and services received.

#### **Notes**

Goods and services may include: research and advisory services; economic and political analysis; portfolio analysis, including valuation and performance measurement; market analysis, data and quotation services; computer hardware and software incidental to the above goods and services; clearing and custodian services and investment-related publications. The goods and services may not include travel, accommodation, entertainment, general administrative goods or services, general office equipment or premises, membership fees, employee salaries, or direct money payments. This note is not exhaustive and may be amended from time to time.

Disclosure and consent may be made or given in the Client Agreement or other investment management agreement (or an addendum thereto). Whichever form of document is used, it must include a specific statement describing the licensed or registered person's soft dollar practices. In addition, at least annually the client must be given a statement describing the licensed or registered person's soft dollar practices, including a description of the goods and services received by the manager.



- 13.2 A licensed or registered person described in paragraph 13.1 that intends to receive and retain cash or money rebates in relation to client transactions may retain those rebates only if :
- (a) the client has consented in writing to the retention of rebates;
  - (b) brokerage rates are not in excess of customary full-service brokerage rates; and
  - (c) disclosure of the rebates and their approximate value is made to the client.

#### Notes

Disclosure and consent may be made or given in the Client Agreement or other investment management agreement (or an addendum thereto). Whichever form of document is used it must include a specific statement that the manager may receive and retain brokerage commission rebates and describe the licensed or registered person's practices in regard to the rebates. In addition, at least twice annually the client must be provided with a quantification of the value of rebates received in relation to the client's account. Alternatively, this may be done in each contract note provided to the client. Quantification of rebates may involve estimates taken from aggregate commission and rebate data provided the estimates are reasonably accurate in relation to the client's account.

- 13.3 A licensed or registered person described in paragraph 13.1 should ensure and be able to demonstrate that any transactions undertaken or services acquired in relation to a client's account that involve payments from client assets directly or indirectly to a person connected with the licensed or registered person are undertaken at arm's length terms and in the best interests of the client. Essentially, this requires that such terms not be less favourable than those generally available in the market.
- 13.4 A licensed or registered person that provides a portfolio manager with goods, services, or cash rebates has a responsibility to satisfy itself that the portfolio manager is mindful of the requirements of this section. In addition, the licensed or registered person should make further enquiries if the type of goods and services listed in the invoices presented for payment by the portfolio manager appear not to be of the type described in paragraph 13.1. This is in addition to any legal duties that the licensed or registered person



and the portfolio manager may have, including those imposed by the Prevention of Bribery Ordinance (Cap. 201).

### **13.5 Refund obligation**

Where a cooling-off mechanism is incorporated in an investment product and a client exercises his right under such mechanism to cancel the order, sell the product back to the issuer or its agent, or otherwise unwind the transaction in relation to that product, the licensed or registered person should promptly execute the client's instruction and pass on to the client the full amount of refund (including the sales commission<sup>1</sup>) received from the product issuer less a reasonable administrative charge<sup>2</sup>.

#### Notes

<sup>1</sup>This includes any sales commission retained by the licensed or registered person in relation to that transaction.

<sup>2</sup>The administrative charge should be disclosed to the client at or prior to point of sale and should not contain any profit margin.



## **Responsibility of senior management**

### **14.1 Responsibility of senior management**

Senior management of a licensed or registered person should properly manage the risks associated with the business of the licensed or registered person, including performing periodic evaluation of its risk management processes. Senior management should understand the nature of the business of the licensed or registered person, its internal control procedures and its policies on the assumption of risk. They should clearly understand the extent of their own authority and responsibilities. In respect of that authority and those responsibilities:

- (a) they should have access to all relevant information about the business on a timely basis; and
- (b) they should have available to them and seek where appropriate all necessary advice on that business and on their own responsibilities.

In determining the responsibility of particular individuals, regard should be had to the factors referred to in GP9.



## **Professional investors**

### **15.1 Professional Investors : in general**

Where a client of a licensed or registered person is a Professional Investor referred to in paragraph 15.2A or paragraph 15.2B (who has sufficient knowledge and expertise in relevant products and markets), the licensed or registered person will not be required to fulfil the requirements set out in paragraph 15.5 while serving such clients in respect of relevant products and/or markets of which they are treated as Professional Investors.

### **15.2 Professional Investors**

There are 2 categories of Professional Investors:

- A. A person falling under paragraphs (a) to (i) of the definition of “professional investor” in Part 1 of Schedule 1 to the SFO.
- B. A person falling under paragraph (j) of the definition of “professional investor” in Part 1 of Schedule 1 to the SFO.

15.3 Before waiving the requirements set out in paragraph 15.5 for persons referred to in paragraph 15.2B above, the licensed or registered person should assess and be reasonably satisfied that the person is knowledgeable and has sufficient expertise in relevant products and markets. In assessing the knowledge, expertise and investment experience of any of the persons referred to in paragraph 15.2B above, the licensed or registered person should have regard to the following:

- (a) the type of products in which the person has traded;
- (b) the frequency and size of trades (a Professional Investor would be expected to have traded not less than 40 transactions per annum);
- (c) the person’s dealing experience (a Professional Investor would be expected to have been active in the relevant market for at least 2 years);



- (d) the person's knowledge and expertise in the relevant products;  
and
- (e) his awareness of the risks involved in trading in the relevant products and/or markets.

The above assessment should be in writing. Records of all relevant information and documents obtained in the assessment should be kept by the licensed or registered person so as to demonstrate the basis of the assessment.

- 15.3A A licensed or registered person should undertake a separate assessment prior to treating an existing Professional Investor under paragraph 15.2B as a Professional Investor in a different product type or market.
- 15.3B A licensed or registered person should undertake a new assessment where a Professional Investor under paragraph 15.2B has ceased to trade in the relevant product or market for more than 2 years.
- 15.4 Prior to treating persons referred to in paragraph 15.2B as Professional Investors, the licensed or registered person should:
  - (a) provide a written explanation to the person explaining the risks and consequences of being treated as a Professional Investor, in particular, the information that will not be provided to him. This written explanation should also inform him that he has a right to withdraw from being treated as a Professional Investor whether in respect of all products or markets or any part thereof;
  - (b) obtain a written and signed declaration from the person that the consequences of consenting to being treated as a Professional Investor and the right to withdraw from being treated as such have been explained to him and that he wishes to be treated as a Professional Investor; and
  - (c) have in place procedures to enable it to carry out a confirmation exercise annually to enable it to ensure that clients falling within paragraph 15.2B and who have elected to be treated as Professional Investors continue to fulfil the



requisite requirements under the Securities and Futures (Professional Investor) Rules.

## **15.5 Provisions that may be waived for Professional Investors**

- (a) Information about clients
  - (i) the need to establish a client's financial situation, investment experience and investment objectives (paragraph 5.1 and paragraphs 2(d) and 2(e) of Schedule 6 to the Code), except where the licensed or registered person is providing advice on corporate finance work; and
  - (ii) the need to ensure the suitability of a recommendation or solicitation (paragraph 5.2 and paragraph 49 of Schedule 6 to the Code);
- (b) Client agreement
  - (i) the need to enter into a written agreement and the provision of relevant risk disclosure statements (paragraph 6.1, paragraph 2 of Schedule 3, paragraph 2 of Schedule 4 and paragraph 1 of Schedule 6 to the Code);
- (c) Discretionary accounts
  - (i) the need for a licensed or registered person to obtain from the client an authority in a written form prior to effecting transactions for the client without his specific authority (paragraph 7.1(a)(ii)); and
  - (ii) the need to explain the authority described under paragraph 7.1(a)(ii) and the need to confirm it on an annual basis (paragraph 7.1(b));

(For the avoidance of doubt, a licensed or registered person should still obtain an authorization from a client in order to effect transactions on the client's behalf, however where Professional Investors are concerned the procedures for obtaining such authorizations are relaxed as described in (i) and (ii) above.)



- (d) Information for clients
  - (i) the need to inform the client about the licensed or registered person and the identity and status of its employees and others acting on its behalf (paragraph 8.1);
  - (ii) the need to confirm promptly with the client the essential features of a transaction after effecting a transaction for a client (paragraph 8.2, paragraph 4 of Schedule 3 and paragraph 18 of Schedule 6 to the Code); and
  - (iii) *[Repealed]*
  - (iv) the need to provide the client with documentation on the Nasdaq-Amex Pilot Program (paragraph 1 of Schedule 3 to the Code).



## Analysts

Note: In respect of the provisions relating to preparation of investment research on new listing applicants, the provisions relate to listing of securities where the application for listing to the Stock Exchange of Hong Kong Limited is submitted on or after 31 October 2011.

### 16.1 Application

- (a) This paragraph applies to:
  - (i) an analyst;
  - (ii) a firm that employs any analyst; and
  - (iii) a firm that issues any investment research.
- (b) This paragraph covers:
  - (i) investment research on securities that are traded in Hong Kong; and
  - (ii) investment research on securities that are issued or to be issued by a new listing applicant which are to be traded in Hong Kong,  
  
and investment research that has an influence on such securities.

### 16.2 Interpretation

- (a) “Analyst” for the purposes of this paragraph means any individual within a firm who prepares and/or publishes investment research or the substance of investment research. The term does not include an individual:
  - (i) giving investment advice or comments wholly incidental to his dealing or broking function;
  - (ii) conducting research solely for the firm’s internal consumption and not for distribution to clients; or
  - (iii) giving personal (one-to-one) investment advice.



In respect of paragraph 16.2(a)(ii), the firm's internal consumption includes consumption by all companies in the group and not just those specified in paragraph 16.2(d).

- (b) "Associate" for the purposes of this paragraph means:
- (i) the spouse, or any minor child (natural or adopted) or minor step-child, of the analyst;
  - (ii) the trustee of a trust of which the analyst, his spouse, minor child (natural or adopted) or minor step-child, is a beneficiary or a discretionary object; or
  - (iii) another person accustomed or obliged to act in accordance with the directions or instructions of the analyst.
- (c) "Financial interest" for the purposes of this paragraph means any commonly known financial interest, such as investment in the securities in respect of an issuer or a new listing applicant, or financial accommodation arrangement between the issuer or the new listing applicant and the firm or analyst.

This term does not include commercial lending conducted at arm's length, or investments in any collective investment scheme other than an issuer or new listing applicant notwithstanding the fact that the scheme has investments in securities in respect of an issuer or a new listing applicant.

- (d) "Firm" for the purposes of this paragraph means any intermediary and its group of companies. A company will only be regarded as a group company if it carries on a business in Hong Kong in:
- (i) investment banking;
  - (ii) proprietary trading or market making; or
  - (iii) agency broking,
- in relation to securities.



(e) “Individual employed by or associated with...the firm” for the purposes of paragraph 16.5(c) means any individual:

- (i) employed by the firm in accordance with whose directions or instructions the analyst is accustomed or obliged to act;
- (ii) employed by the firm who has influence on the subject matter or content, or the timing of distribution, of investment research; or
- (iii) who is responsible for determining the remuneration of the analyst.

(f) “Investment research” for the purposes of this paragraph includes documentation containing any one of the following:

- (i) result of investment analysis of securities;
- (ii) investment analysis of factors likely to influence the future performance of securities, not including any analysis on macro economic or strategic issue; or
- (iii) advice or recommendation based on any of the foregoing result or investment analysis,

and an investment/research report shall be construed accordingly.

(g) “Issuer” for the purposes of this paragraph means:

- (i) a corporation;
- (ii) a REIT; and
- (iii) an entity that is established to conduct business operations and constituted in a form other than that of a corporation or REIT,

the securities of which are listed on The Stock Exchange of Hong Kong Limited.



- (h) “New listing applicant” for the purposes of this paragraph means:
- (i) a corporation;
  - (ii) a REIT; and
  - (iii) an entity that is established to conduct business operations and constituted in a form other than that of a corporation or REIT

applying for listing of and permission to deal in securities on The Stock Exchange of Hong Kong Limited, none of whose securities, are already listed on The Stock Exchange of Hong Kong Limited.

- (i) “Prospectus” for the purposes of this paragraph means a prospectus, listing document, offering circular or similar document issued by a new listing applicant.
- (j) “REIT” for the purposes of this paragraph means a real estate investment trust which is authorized or applying for authorization by the Commission under section 104 of the SFO.
- (k) “Securities” for the purposes of this paragraph means:
- (i) shares, depositary receipts, interests or units issued by an issuer and any warrants or options on these shares, depositary receipts, interests or units which are listed or traded on The Stock Exchange of Hong Kong Limited; and
  - (ii) shares, depositary receipts, interests or units issued or to be issued by a new listing applicant and any warrants or options on these shares, depositary receipts, interests or units which are to be listed or traded on The Stock Exchange of Hong Kong Limited.



## 16.3 Principles

The Commission believes the following principles<sup>2</sup> are of fundamental importance to the business undertaken by all analysts and firms to which this Paragraph applies.

### (a) Analyst trading and financial interests

Mechanisms should exist so that analysts' trading activities or financial interests do not prejudice their investment research and recommendations.

### (b) Firm financial interests and business relationships

Mechanisms should exist so that analysts' investment research and recommendations are not prejudiced by the trading activities, financial interests or business relationships of the firms that employ them.

### (c) Analyst reporting lines and compensation

Reporting lines for analysts and their compensation arrangements should be structured to eliminate or severely limit actual and potential conflicts of interest.

### (d) Firm compliance systems

Firms that employ analysts should establish written internal procedures or controls to identify and eliminate, avoid, manage or disclose actual and potential analyst conflicts of interest.

### (e) Outside influence

The undue influence of securities issuers, institutional investors and other outside parties upon analysts should be eliminated or managed.

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<sup>2</sup> These principles generally replicate those published by the International Organisation of Securities Commissions ("IOSCO") on 25 September 2003 in the Statement of Principles for Addressing Sellside Securities Analyst Conflicts of Interest ("Statement of Principles"). Aside from these principles, analysts and firms are encouraged to adopt the measures specified in the Statement of Principles as best practices. The Statement of Principles is available at the IOSCO website at [www.iosco.org](http://www.iosco.org).



**(f) Clarity, specificity and prominence of disclosure**

Disclosures of actual and potential conflicts of interest should be complete, timely, clear, concise, specific and prominent.

**(g) Integrity and ethical behaviour**

Analysts should be held to high integrity standards.

**16.4 Analyst trading and financial interests**

**(a) Firms to establish dealing policies for analysts**

A firm that employs any analyst should establish and maintain written policies and control procedures governing the dealings and tradings by any such analyst with a view to eliminating, avoiding, managing or disclosing actual or potential conflicts of interest arising from such dealings or tradings.

**(b) Limitations on dealing by analysts**

An analyst or his associate should not deal in or trade any securities in respect of an issuer that the analyst reviews:

- (i) in a manner contrary to his outstanding recommendation ; or
- (ii) within 30 days prior to and 3 business days after the issue of investment research on the issuer,

except in special circumstances outlined in the firm's policy and pre-approved by the relevant legal or compliance function.

In respect of paragraph 16.4(b)(ii), an analyst should not issue any investment research on an issuer if he or his associate had dealt in or traded the securities in respect of the issuer within the previous 30 days, except on occurrences of major events that would affect the price of the securities and the events are known to the public.



**(c) Disclosure of relevant relationships**

If an analyst or his associate serves as an officer of the issuer or the new listing applicant (which includes in the case of a REIT, an officer of the management company of such REIT; and in the case of any other entity, an officer or its equivalent counterpart of the entity who is responsible for the management of the issuer or the new listing applicant) that the analyst reviews, the analyst should disclose that fact in the research report.

**(d) Disclosure of relevant financial interests**

If an analyst or his associate has any financial interests in relation to an issuer or a new listing applicant that the analyst reviews, he should disclose that fact in the research report.

**16.5 Firm financial interests and business relationships**

**(a) Disclosure by firms of relevant financial interests**

Where a firm has any financial interests in relation to an issuer or a new listing applicant the securities in respect of which are reviewed in a research report, and such interests aggregate to an amount equal to or more than:

- (i) in the case of an issuer, 1% of the issuer's market capitalization;
- (ii) in the case of a new listing applicant, an amount equal to or more than 1% of the new listing applicant's issued share capital, or issued units, as applicable,

the firm should disclose that fact in the research report.

**(b) Disclosure by firms of relevant market making activities**

A firm that makes, or will make, a market in the securities in respect of the issuer or the new listing applicant should disclose that fact in the research report.



**(c) Disclosure by firms of relevant relationships**

A firm having an individual employed by or associated with the firm serving as an officer of the issuer or the new listing applicant should disclose that fact in the research report.

**(d) Disclosure by firms of relevant business relationships**

A firm that has an investment banking relationship with the issuer or the new listing applicant should disclose that fact in the research report. Any compensation or mandate for investment banking services received within the preceding 12 months would constitute an investment banking relationship.

**(e) Improper dealing by firms ahead of issue of investment research**

A firm should not improperly deal or trade ahead in the securities in respect of the issuer which its investment research covers.

**(f) Firms not to provide certain assurances to issuers or new listing applicants**

A firm should not, with a view to commencing or influencing a business relationship with an issuer or a new listing applicant, provide any promise or assurance of favourable review or change of coverage or rating in its investment research.

**(g) Quiet periods**

A firm that acts as a manager, sponsor, listing agent or underwriter of a public offering should not issue any investment research covering the issuer or the new listing applicant at any time falling within a period of:

- (i) 40 days immediately following the day on which the securities are priced if the offering is an initial public offering; or
- (ii) 10 days immediately following the day on which the securities are priced if the offering is a secondary public offering,



unless the firm has been issuing investment research on the an issuer or the new listing applicant with reasonable regularity in its normal course of business, or on occurrences of major events that would affect the price of the securities and the events are known to the public.

The day on which the securities are priced refers to the day when the specific price of the offering is determined.

## **16.6 Analyst reporting lines, compensation and participation in other functions**

### **(a) Analyst reporting lines and compensation**

A firm that has an investment banking function should not:

- (i) arrange for its analysts to report to such function; or
- (ii) directly link its analysts' compensation to any specific investment banking transaction.

### **(b) Pre-approval of investment research by investment banking function**

A firm that has an investment banking function should not allow such function to pre-approve analyst reports or recommendations, except in circumstances subject to oversight by compliance or legal function where investment banking function reviews a research report for factual accuracy prior to publication.

### **(c) Analysts not to solicit investment banking business**

An analyst should not participate in business activities designed to solicit investment banking business, such as sales pitches and deal road shows.

## **16.7 Firm compliance systems**

- (a) A firm should establish, maintain and enforce a set of written policies and control procedures to eliminate, avoid or manage actual and potential analyst conflicts of interest. These policies and procedures should be appropriately formulated



having regard to the firm's particular structure and business model and the experience and investment profile of its clients.

- (b) A firm should establish, maintain and enforce a set of written policies and control procedures to ensure that analysts responsible for preparing a research report on a new listing applicant are not provided by the firm with any material information, including forward looking information (whether qualitative or quantitative) concerning the new listing applicant that is not:
  - (i) reasonably expected to be included in the prospectus; or
  - (ii) publicly available.

## **16.8 Outside influence**

An analyst or his firm should disclose in the research report the fact where the issuer, the new listing applicant or other third party has provided or agreed to provide any compensation or other benefits in connection with the investment research.

## **16.9 Making commentaries or recommendations through the mass media**

When an analyst makes commentaries or recommendations through the mass media, all provisions in paragraph 16, as modified (where applicable) under paragraph 16.9(a) and (b) below, should apply.

### **(a) Analysts appearing in personal capacity in the mass media**

When an analyst provides analyses or comments on securities in respect of an issuer or new listing applicant in the mass media in his personal capacity, including appearing in person, he should disclose the following at the time the analyses or comments are provided:

- (i) his name;
- (ii) his licence status; and



- (iii) where he and/or his associate has a financial interest in the issuer or new listing applicant, the fact of having such an interest.

**(b) Analysts responding in personal capacity to queries from audiences and journalists**

When an analyst is asked by members of an audience, or otherwise by a journalist, for analyses or comments on specific securities, he may offer such analyses or comments, provided that he makes the disclosures set out in paragraph 16.9(a)(i) to (iii) notwithstanding the fact that he and/or his associates have traded in the relevant securities during the 30 days prior to giving such analyses or comments.

**(c) Firms communicating their investment research through the mass media**

For avoidance of doubt, when a firm communicates its investment research through the mass media, such as disseminating its research reports in whole or in part in a sponsored programme, all relevant provisions in paragraph 16 should apply.

**16.10 Clarity, specificity and prominence of disclosure**

**(a) Quality of disclosure**

Where any matter is required to be disclosed under this Paragraph, the disclosure should be:

- (i) clear;
- (ii) concise;
- (iii) specific;
- (iv) given adequate prominence; and
- (v) released in a timely and fair manner.



**(b) Methods of disclosure**

Any disclosure required under this Paragraph should be made in a method that is commensurate with the medium through which the investment research, or analyst's advice or comments, is being delivered. The required disclosures are limited to the fact of the matter. Details such as the amount or its nature are not required.

**(c) Disclosure responsibility**

Where relevant disclosures have been made by analysts and/or firms, they will not be held responsible if their investment research, or recommendation is published or otherwise reproduced in whole or in part by the mass media without the relevant disclosures.

**16.11 Integrity and ethical behaviour**

- (a) An analyst should have a reasonable basis for his analyses and recommendations.
- (b) An analyst should define the terms used in making recommendations, and utilize such definitions consistently.
- (c) An analyst should not seek to obtain from the new listing applicant or its advisers any material information, including forward looking information (whether qualitative or quantitative) concerning the new listing applicant that is not:
  - (i) reasonably expected to be included in the prospectus; or
  - (ii) publicly available.

**Note**

The expectation that an analyst only uses information that is reasonably expected to be included in the prospectus or that is publicly available does not preclude an analyst from conducting his own due diligence such as undertaking site visits.



## **Schedule 1      Risk disclosure statements**

### **Explanation**

A Client Agreement under paragraph 6 of the Code should include applicable risk disclosures, declaration by staff and acknowledgement by client in substantially the following form and should be in print at least as large as other text in the Client Agreement.

The substance contained in the following risk disclosure statements is considered to be the minimum required. A licensed or registered person may elect to provide additional risk disclosure information as appropriate.

Where any of the following risk disclosure statements are applicable, a declaration by staff and acknowledgement by client should be executed. The substance contained in the following declaration by staff and acknowledgement by client is considered to be the minimum required.

#### **Declaration by staff**

A member of staff, who should be a licensed or registered person, should sign and date a declaration confirming that the licensed or registered person has:

- provided the risk disclosure statement in a language of the client's choice (English or Chinese); and
- invited the client to read the risk disclosure statement, ask questions and take independent advice if the client wishes.

The name and CE number of that staff member should be stated in block letters in the risk disclosure statement.

#### **Acknowledgement by client**

The client shall sign and date an acknowledgement confirming that:

- the risk disclosure statement was provided in a language of the client's choice (English or Chinese); and
- the client was invited to read the risk disclosure statement, to ask questions and take independent advice if the client wishes.



### Notes for licensed or registered persons

The declaration by staff and acknowledgement by client are needed when the client signs the first authority and not for any later renewal. The staff member should explain to the client the purposes for which the authority is to be used.



## **Risk disclosure statements**

The following risk disclosures should be given where they apply to the expected or actual activity of the client.

### **Risk of securities trading**

*The prices of securities fluctuate, sometimes dramatically. The price of a security may move up or down, and may become valueless. It is as likely that losses will be incurred rather than profit made as a result of buying and selling securities.*

### **Risk of trading futures and options**

*The risk of loss in trading futures contracts or options is substantial. In some circumstances, you may sustain losses in excess of your initial margin funds. Placing contingent orders, such as "stop-loss" or "stop-limit" orders, will not necessarily avoid loss. Market conditions may make it impossible to execute such orders. You may be called upon at short notice to deposit additional margin funds. If the required funds are not provided within the prescribed time, your position may be liquidated. You will remain liable for any resulting deficit in your account. You should therefore study and understand futures contracts and options before you trade and carefully consider whether such trading is suitable in the light of your own financial position and investment objectives. If you trade options you should inform yourself of exercise and expiration procedures and your rights and obligations upon exercise or expiry.*

### **Risk of trading in leveraged foreign exchange contracts**

*The risk of loss in leveraged foreign exchange trading can be substantial. You may sustain losses in excess of your initial margin funds. Placing contingent orders, such as "stop-loss" or "stop-limit" orders, will not necessarily limit losses to the intended amounts. Market conditions may make it impossible to execute such orders. You may be called upon at short notice to deposit additional margin funds. If the required funds are not provided within the prescribed time, your position may be liquidated. You will remain liable for any resulting deficit in your account. You should therefore carefully consider whether such trading is suitable in light of your own financial position and investment objectives.*



## **Risk of trading Growth Enterprise Market stocks**

*Growth Enterprise Market (GEM) stocks involve a high investment risk. In particular, companies may list on GEM with neither a track record of profitability nor any obligation to forecast future profitability. GEM stocks may be very volatile and illiquid.*

*You should make the decision to invest only after due and careful consideration. The greater risk profile and other characteristics of GEM mean that it is a market more suited to professional and other sophisticated investors.*

*Current information on GEM stocks may only be found on the internet website operated by The Stock Exchange of Hong Kong Limited. GEM Companies are usually not required to issue paid announcements in gazetted newspapers.*

*You should seek independent professional advice if you are uncertain of or have not understood any aspect of this risk disclosure statement or the nature and risks involved in trading of GEM stocks.*

## **Risks of client assets received or held outside Hong Kong**

*Client assets received or held by the licensed or registered person outside Hong Kong are subject to the applicable laws and regulations of the relevant overseas jurisdiction which may be different from the Securities and Futures Ordinance (Cap.571) and the rules made thereunder. Consequently, such client assets may not enjoy the same protection as that conferred on client assets received or held in Hong Kong.*

## **Risk of providing an authority to repledge your securities collateral etc.**

*There is risk if you provide the licensed or registered person with an authority that allows it to apply your securities or securities collateral pursuant to a securities borrowing and lending agreement, repledge your securities collateral for financial accommodation or deposit your securities collateral as collateral for the discharge and satisfaction of its settlement obligations and liabilities.*



*If your securities or securities collateral are received or held by the licensed or registered person in Hong Kong, the above arrangement is allowed only if you consent in writing. Moreover, unless you are a professional investor, your authority must specify the period for which it is current and be limited to not more than 12 months. If you are a professional investor, these restrictions do not apply.*

*Additionally, your authority may be deemed to be renewed (i.e. without your written consent) if the licensed or registered person issues you a reminder at least 14 days prior to the expiry of the authority, and you do not object to such deemed renewal before the expiry date of your then existing authority.*

*You are not required by any law to sign these authorities. But an authority may be required by licensed or registered persons, for example, to facilitate margin lending to you or to allow your securities or securities collateral to be lent to or deposited as collateral with third parties. The licensed or registered person should explain to you the purposes for which one of these authorities is to be used.*

*If you sign one of these authorities and your securities or securities collateral are lent to or deposited with third parties, those third parties will have a lien or charge on your securities or securities collateral. Although the licensed or registered person is responsible to you for securities or securities collateral lent or deposited under your authority, a default by it could result in the loss of your securities or securities collateral.*

*A cash account not involving securities borrowing and lending is available from most licensed or registered persons. If you do not require margin facilities or do not wish your securities or securities collateral to be lent or pledged, do not sign the above authorities and ask to open this type of cash account.*

### **Risk of providing an authority to hold mail or to direct mail to third parties**

*If you provide the licensed or registered person with an authority to hold mail or to direct mail to third parties, it is important for you to promptly collect in person all contract notes and statements of your*



*account and review them in detail to ensure that any anomalies or mistakes can be detected in a timely fashion.*

Notes for licensed or registered persons

The licensed or registered person should confirm with the client at least on an annual basis whether that client wishes to revoke the authority. For the avoidance of doubt, it will be acceptable for the licensed or registered person to send a notification to the client before the expiry date of the authority and inform the client that it is automatically renewed unless the client specifically revokes it in writing before the expiry date.

### **Risk of margin trading**

*The risk of loss in financing a transaction by deposit of collateral is significant. You may sustain losses in excess of your cash and any other assets deposited as collateral with the licensed or registered person. Market conditions may make it impossible to execute contingent orders, such as "stop-loss" or "stop-limit" orders. You may be called upon at short notice to make additional margin deposits or interest payments. If the required margin deposits or interest payments are not made within the prescribed time, your collateral may be liquidated without your consent. Moreover, you will remain liable for any resulting deficit in your account and interest charged on your account. You should therefore carefully consider whether such a financing arrangement is suitable in light of your own financial position and investment objectives.*

### **Risk of trading Nasdaq-Amex securities at The Stock Exchange of Hong Kong Limited**

*The securities under the Nasdaq-Amex Pilot Program ("PP") are aimed at sophisticated investors. You should consult the licensed or registered person and become familiarised with the PP before trading in the PP securities. You should be aware that the PP securities are not regulated as a primary or secondary listing on the Main Board or the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited.*



**The following additional risk disclosure concerning futures and options trading may be provided to clients if licensed or registered persons so desire.**

## **Additional risk disclosure for futures and options trading**

This brief statement does not disclose all of the risks and other significant aspects of trading in futures and options. In light of the risks, you should undertake such transactions only if you understand the nature of the contracts (and contractual relationships) into which you are entering and the extent of your exposure to risk. Trading in futures and options is not suitable for many members of the public. You should carefully consider whether trading is appropriate for you in light of your experience, objectives, financial resources and other relevant circumstances.

### **Futures**

#### **1. Effect of “Leverage” or “Gearing”**

Transactions in futures carry a high degree of risk. The amount of initial margin is small relative to the value of the futures contract so that transactions are “leveraged” or “geared”. A relatively small market movement will have a proportionately larger impact on the funds you have deposited or will have to deposit: this may work against you as well as for you. You may sustain a total loss of initial margin funds and any additional funds deposited with the firm to maintain your position. If the market moves against your position or margin levels are increased, you may be called upon to pay substantial additional funds on short notice to maintain your position. If you fail to comply with a request for additional funds within the time prescribed, your position may be liquidated at a loss and you will be liable for any resulting deficit.

#### **2. Risk-reducing orders or strategies**

The placing of certain orders (e.g. “stop-loss” orders, or “stop-limit” orders) which are intended to limit losses to certain amounts may not be effective because market conditions may make it impossible to execute such orders. Strategies using combinations of positions, such as “spread” and



“straddle” positions may be as risky as taking simple “long” or “short” positions.

3. *[Repealed]*

## Options

4. Variable degree of risk

Transactions in options carry a high degree of risk. Purchasers and sellers of options should familiarise themselves with the type of option (i.e. put or call) which they contemplate trading and the associated risks. You should calculate the extent to which the value of the options must increase for your position to become profitable, taking into account the premium and all transaction costs.

The purchaser of options may offset or exercise the options or allow the options to expire. The exercise of an option results either in a cash settlement or in the purchaser acquiring or delivering the underlying interest. If the option is on a futures contract, the purchaser will acquire a futures position with associated liabilities for margin (see the section on Futures above). If the purchased options expire worthless, you will suffer a total loss of your investment which will consist of the option premium plus transaction costs. If you are contemplating purchasing deep-out-of-the-money options, you should be aware that the chance of such options becoming profitable ordinarily is remote.

Selling (“writing” or “granting”) an option generally entails considerably greater risk than purchasing options. Although the premium received by the seller is fixed, the seller may sustain a loss well in excess of that amount. The seller will be liable for additional margin to maintain the position if the market moves unfavourably. The seller will also be exposed to the risk of the purchaser exercising the option and the seller will be obligated to either settle the option in cash or to acquire or deliver the underlying interest. If the option is on a futures contract, the seller will acquire a position in a futures contract with associated liabilities for margin (see the section on Futures above). If the option is “covered” by the seller



holding a corresponding position in the underlying interest or a futures contract or another option, the risk may be reduced. If the option is not covered, the risk of loss can be unlimited.

Certain exchanges in some jurisdictions permit deferred payment of the option premium, exposing the purchaser to liability for margin payments not exceeding the amount of the premium. The purchaser is still subject to the risk of losing the premium and transaction costs. When the option is exercised or expires, the purchaser is responsible for any unpaid premium outstanding at that time.

### **Additional risks common to futures and options**

#### **5. Terms and conditions of contracts**

You should ask the firm with which you deal about the terms and conditions of the specific futures or options which you are trading and associated obligations (e.g. the circumstances under which you may become obliged to make or take delivery of the underlying interest of a futures contract and, in respect of options, expiration dates and restrictions on the time for exercise). Under certain circumstances the specifications of outstanding contracts (including the exercise price of an option) may be modified by the exchange or clearing house to reflect changes in the underlying interest.

#### **6. Suspension or restriction of trading and pricing relationships**

Market conditions (e.g. illiquidity) and/or the operation of the rules of certain markets (e.g. the suspension of trading in any contract or contract month because of price limits or “circuit breakers”) may increase the risk of loss by making it difficult or impossible to effect transactions or liquidate/offset positions. If you have sold options, this may increase the risk of loss.

Further, normal pricing relationships between the underlying interest and the futures, and the underlying interest and the option may not exist. This can occur when, for example, the futures contract underlying the option is subject to price limits



while the option is not. The absence of an underlying reference price may make it difficult to judge “fair value”.

7. Deposited cash and property

You should familiarise yourself with the protections given to money or other property you deposit for domestic and foreign transactions, particularly in the event of a firm insolvency or bankruptcy. The extent to which you may recover your money or property may be governed by specific legislation or local rules. In some jurisdictions, property which had been specifically identifiable as your own will be pro-rated in the same manner as cash for purposes of distribution in the event of a shortfall.

8. Commission and other charges

Before you begin to trade, you should obtain a clear explanation of all commission, fees and other charges for which you will be liable. These charges will affect your net profit (if any) or increase your loss.

9. Transactions in other jurisdictions

Transactions on markets in other jurisdictions, including markets formally linked to a domestic market, may expose you to additional risk. Such markets may be subject to regulation which may offer different or diminished investor protection. Before you trade you should enquire about any rules relevant to your particular transactions. Your local regulatory authority will be unable to compel the enforcement of the rules of regulatory authorities or markets in other jurisdictions where your transactions have been effected. You should ask the firm with which you deal for details about the types of redress available in both your home jurisdiction and other relevant jurisdictions before you start to trade.

10. Currency risks

The profit or loss in transactions in foreign currency-denominated contracts (whether they are traded in your own or another jurisdiction) will be affected by fluctuations in



currency rates where there is a need to convert from the currency denomination of the contract to another currency.

#### 11. Trading facilities

Electronic trading facilities are supported by computer-based component systems for the order-routing, execution, matching, registration or clearing of trades. As with all facilities and systems, they are vulnerable to temporary disruption or failure. Your ability to recover certain losses may be subject to limits on liability imposed by the system provider, the market, the clearing house and/or participant firms. Such limits may vary: you should ask the firm with which you deal for details in this respect.

#### 12. Electronic trading

Trading on an electronic trading system may differ from trading on other electronic trading systems. If you undertake transactions on an electronic trading system, you will be exposed to risks associated with the system including the failure of hardware and software. The result of any system failure may be that your order is either not executed according to your instructions or is not executed at all.

#### 13. Off-exchange transactions

In some jurisdictions, and only then in restricted circumstances, firms are permitted to effect off-exchange transactions. The firm with which you deal may be acting as your counterparty to the transaction. It may be difficult or impossible to liquidate an existing position, to assess the value, to determine a fair price or to assess the exposure to risk. For these reasons, these transactions may involve increased risks. Off-exchange transactions may be less regulated or subject to a separate regulatory regime. Before you undertake such transactions, you should familiarise yourself with applicable rules and attendant risks.



## Schedule 2 Client identity guidance note

Paragraph 5.4 of the Code requires that licensed or registered persons:

- satisfy themselves about information that identifies those who are ultimately responsible for originating instructions about a transaction and those who will ultimately benefit from a transaction or bear its risk and
- record that information in Hong Kong,

*before* doing anything to effect such a transaction.

Paragraph 5.4 of the Code supplements the existing "know your client" in paragraph 5.1 of the Code.

Paragraph 5.4 of the Code is intended to improve the transparency of trading in securities or futures contracts listed or traded on a recognized stock market or a recognized futures market or in derivatives, including over-the-counter derivatives, written over such securities or futures contracts, wherever such trading occurs, by improving the information that is available to the Commission about the identity of those interested in transactions on those markets.

Like the rest of the Code, paragraph 5.4 of the Code uses simple language. Licensed or registered persons should interpret paragraph 5.4 sensibly in accordance with its spirit and not interpret paragraph 5.4 technically or literally. Licensed or registered persons must satisfy themselves about and record information that identifies those who are really behind a transaction: those who *ultimately* originate instructions in relation to a transaction and those who *ultimately* benefit from, or bear the risk of, that transaction. The Commission is concerned about the substance of what is going on with a transaction and not the technicalities.

For example, if a licensed or registered person's client was a company incorporated in the British Virgin Islands, the licensed or registered person would have to satisfy itself whether or not a shareholder or director of that company had originated the instructions in relation to the transaction and would receive the ultimate benefit from, or bear the risk of, the transaction. The licensed or registered person would also have to satisfy itself whether or not the company was being used as a nominee to conceal that person's identity. If it was the shareholder who turned out to be relevant and not the



company, and the relevant shares turned out to be held on trust, the licensed or registered person would have to be satisfied about who was giving instructions in relation to the trust and who would benefit from, or bear the risk of, the transaction.

In relation to a collective investment scheme or discretionary account, the Commission does not intend that licensed or registered persons concern themselves with those who have a beneficial interest in that collective investment scheme or discretionary account, unless they are ultimately responsible for originating instructions in relation to a specific transaction.

For example, in relation to a collective investment scheme or discretionary account, licensed or registered persons must only satisfy themselves about and record information about the scheme or account and the manager of that scheme or account if they are the person giving instructions. However, licensed or registered persons must record information about a beneficiary of the scheme or account rather than the investment manager if that beneficiary has overridden the manager's discretion and originated the instructions in relation to a transaction.



## **Schedule 3      Additional requirements for licensed or registered persons dealing in securities listed or traded on The Stock Exchange of Hong Kong Limited**

The provisions in this Schedule apply to all licensed or registered persons in the course of their dealing in securities listed or traded on The Stock Exchange of Hong Kong Limited (“SEHK”), except as otherwise specified in certain paragraphs which do not apply to licensed or registered persons which are not exchange participants of SEHK.

For the purposes of this Schedule, the defined terms and expressions set out below have the meanings assigned to them under the rules (including the Options Trading Rules of The Stock Exchange of Hong Kong Limited (“Options Trading Rules”) and Operational Trading Procedures for Options Trading Exchange Participants of The Stock Exchange of Hong Kong Limited (“Operational Trading Procedures”) for Options Trading Exchange Participants) of SEHK. Where such defined terms and expressions are applied to exchange participants of SEHK, they are deemed to apply with the same meaning to licensed or registered persons which are not exchange participants wherever the context so permits.

### **Nasdaq-Amex pilot program**

1. Before accepting or operating a securities trading account for any person in relation to securities admitted to trading under the Nasdaq-Amex Pilot Program, a licensed or registered person which is an exchange participant of SEHK should provide the person with documentation on the Nasdaq-Amex Pilot Program as prescribed by SEHK in either the Chinese or English language according to the language preference of the person.

### **Options client agreement**

2. Without prejudice to paragraphs 6.1 to 6.3 of the Code, before any services are provided to a person (the client) in relation to the Options Contracts, a licensed or registered person which is an Options Exchange Participant or engages in Exchange Traded Options Business should ensure that the Client Agreement



(“Options Client Agreement”) contains at least statements to the effect that:

- (a) the licensed or registered person will keep information relating to the client’s options account confidential, but may provide any such information to the Commission and, where the licensed or registered person is an Options Exchange Participant, also to the SEHK and Hong Kong Exchanges and Clearing Limited to comply with their requirements or requests for information;
- (b) the client will confirm that:
  - (i) the options account is operated solely for the client’s account and benefit, and not for the benefit of any other person; or
  - (ii) the client has disclosed to the licensed or registered person in writing the name of the person(s) for whose benefit the options account is being operated; or
  - (iii) the client has requested the licensed or registered person to operate the options account as an Omnibus Account, and will immediately notify the licensed or registered person, on request, of the identity of any person(s) ultimately beneficially interested in Client Contracts;
- (c) where the licensed or registered person is an Options Exchange Participant, all Exchange Traded Options Business shall be effected in accordance with all laws, rules and regulatory directions (the “Rules”) applying to the licensed or registered person, which include the Options Trading Rules of SEHK, the Clearing Rules of The SEHK Options Clearing House Limited (“SEOCH”) and the rules of the Hong Kong Securities Clearing Company Limited (“HKSCC”); and in particular, SEOCH has authority under the Rules to make adjustments to the terms of Contracts, the licensed or registered person should notify the client of any such adjustments which affect Client Contracts to which the client is a party, and all actions taken by the licensed or registered



person, by SEHK, by SEOCH or by HKSCC in accordance with such Rules shall be binding on the client;

- (d) where the licensed or registered person is not an Options Exchange Participant, the licensed or registered person will collect margin requirements and premium in accordance with the Rules;
- (e) the client agrees that the terms of the Standard Contract for the relevant options series shall apply to each Client Contract between the licensed or registered person and the client, and that all Client Contracts shall be created, exercised, settled and discharged in accordance with the Rules;
- (f) the client agrees to provide the licensed or registered person with cash and/or securities and/or other assets (“Margin”) as may be agreed from time to time, as security for the client’s obligations to the licensed or registered person under the Options Client Agreement; such Margin should be paid or delivered as demanded by the licensed or registered person from time to time; and the amounts required by way of Margin should not be less than, but may exceed, the amounts as may be required by the Rules in respect of the client’s open positions and delivery obligations, and further Margin may be required to reflect changes in market value;
- (g) if the licensed or registered person accepts securities by way of Margin, the client will on request provide the licensed or registered person with such authority as the licensed or registered person may require under the Rules to authorize the licensed or registered person to deliver such securities, directly or through an Options Exchange Participant, to SEOCH as SEOCH Collateral in respect of Exchange Traded Options Business resulting from the client’s instructions to the licensed or registered person; and the licensed or registered person does not have any further authority from the client to borrow or lend the client’s securities or otherwise part with possession (except to the client or on the client’s instructions) of any of the client’s securities for any other purpose;
- (h) the client agrees to indemnify the licensed or registered person, and the licensed or registered person’s employees



and agents, against all losses and expenses resulting from breach of the client's obligation under the Options Client Agreement, including costs reasonably incurred in collecting debts from the client, and in closing the options account;

- (i) if the client fails to comply with any of the client's obligations and/or to meet the client's liabilities under the Options Client Agreement, including failure to provide Margin, the licensed or registered person may:
  - (i) decline to accept further instructions from the client in respect of Exchange Traded Options Business;
  - (ii) close out some or all of the client's Client Contracts with the licensed or registered person;
  - (iii) enter into Contracts, or into transactions in securities, futures or commodities, in order to settle obligations arising or to hedge the risks to which the licensed or registered person is exposed in relation to the client's failure;
  - (iv) dispose of Margin, and apply the proceeds thereof to discharge the client's liabilities to the licensed or registered person,

and any proceeds remaining after discharge of all the client's liabilities to the licensed or registered person should be paid to the client;

- (j) the client agrees to pay interest on all overdue balances (including interest arising after a judgement debt is obtained against the client) at such rates and on such other terms as the licensed or registered person has notified to the client from time to time;
- (k) in respect of all Contracts effected on the client's instructions, the client will pay the licensed or registered person, within the time period notified by the licensed or registered person, Premium, the licensed or registered person's commission and any other charges, and applicable levies imposed by SEHK, as have been notified to the client; and the licensed or



registered person may deduct such Premium, commissions, charges and levies from the options account;

- (l) the licensed or registered person may place limits on the open positions or delivery obligations that the client may have at any time;
- (m) where the licensed or registered person is an Options Exchange Participant, an acknowledgement by the client that:
  - (i) the licensed or registered person may be required to close out Client Contracts to comply with position limits imposed by SEHK; and
  - (ii) if the licensed or registered person goes into default, the default procedures of SEHK may result in Client Contracts being closed out, or replaced by Client Contracts between the client and another Options Exchange Participant;
- (n) where the licensed or registered person is an Options Exchange Participant, at the client's request, it may agree to the Client Contracts between itself and the client being replaced, in accordance with the Rules, by Client Contracts between the client and another Options Exchange Participant;
- (o) on exercise of a Client Contract by or against the client, the client will perform the client's delivery obligations under the relevant contract, in accordance with the Standard Contract and as the client has been notified by the licensed or registered person;
- (p) where the licensed or registered person is an Options Exchange Participant, the client acknowledges that, although all Options Contracts are to be executed on SEHK, the client and the licensed or registered person shall contract as principals under Client Contracts;
- (q) the licensed or registered person agrees to provide the client, upon request, with the product specifications for Options Contracts;



- (r) where the licensed or registered person is an Options Exchange Participant, if the licensed or registered person fails to meet its obligations to the client pursuant to the Options Client Agreement, the client shall have a right to claim under the Investor Compensation Fund established under the SFO, subject to the terms of the Investor Compensation Fund from time to time;
- (s) the licensed or registered person will notify the client of material changes in respect of the licensed or registered person's business which may affect the services the licensed or registered person provide to the client;
- (t) the client confirms that the client has read and agrees to the terms of the Options Client Agreement, which have been explained to the client in a language that the client prefers;
- (u) the Options Client Agreement is governed by, and may be enforced in accordance with, the laws of the Special Administrative Region of Hong Kong;
- (v) where the licensed or registered person is an Options Exchange Participant, the category of Options Exchange participation under which it is registered and the full name and contact details of the Options Officer or Options Representative who will be primarily responsible for the client's affairs should also be provided. A licensed or registered person which is subject to the Long-Only Restriction in accordance with Options Trading Rule 207 should also deliver to such client a written statement to the effect that: (i) the licensed or registered person is registered by SEHK as an Options Broker Exchange Participant, and not as an Options Trading Exchange Participant; (ii) as a condition of such registration, the only Exchange Traded Options Business which the licensed or registered person may conduct for clients is the purchase, closing, exercise, settlement and discharge of long options transactions; and (iii) therefore a client cannot write options through the client's options account with the licensed or registered person, or otherwise create any short open position;



- (w) where the licensed or registered person is an Options Exchange Participant, on the expiry day but only on the expiry day, the Options System will automatically generate exercise instructions in respect of all open long positions which are in-the-money by or above the percentage prescribed by SEOCH from time to time;
- (x) where the licensed or registered person is an Options Exchange Participant, the client may instruct the licensed or registered person to override an “automatically generated exercise instruction” referred to in subparagraph (w) above before the System Closure on the expiry day in accordance with the Operational Clearing Procedures of SEOCH; and
- (y) risk disclosure statements as specified in Schedule 1 to the Code will be attached.

## **Time stamping**

- 3. Without prejudice to paragraph 3.9 of the Code:
  - (a) a licensed or registered person should maintain a record of the date and time at which it receives each instruction from a client in respect of the purchase, sale or exercise of Client Contracts. It must also maintain a record of the date and time at which it originates a purchase or sale of the Options Contracts for its House Account. A licensed or registered person should immediately time stamp the records of instructions received from clients and the origination of orders for its House Account;
  - (b) notwithstanding paragraph 3(a) of this Schedule, a licensed or registered person which is a Market Maker, when fulfilling its Market Maker obligations, may choose not to time stamp the records of its quotes entered into the Options System, but it should continue to abide by all other conditions of paragraph 3(a) of this Schedule; and
  - (c) notwithstanding paragraph 3(b) of this Schedule, where an Authorized User, in the course of the same day, enters orders in respect of both market making activity and client business, all orders, including quotes, so entered that day by that



Authorized User should be time stamped in the manner described above.

## Options trade confirmations

4. Where the licensed or registered person is an Options Exchange Participant, it should provide an Options Trade Confirmation that includes:
  - (a) the number of Client Contracts or Options Broker Client Contracts purchased or sold, the underlying security, expiry month, strike price, option type (put or call), version number (if not 0) and whether they were closing contracts or opening contracts;
  - (b) the price and the number of securities comprised in each lot the subject of the Client Contract or Options Broker Client Contract;
  - (c) a risk disclosure statement to the following effect: “Options can involve a high degree of risk and may not be suitable for every investor. Investors should ensure they understand those risks before participating in the options market”;
  - (d) a statement that one or more Options Contracts on the same terms as the Client Contracts or Options Broker Client Contracts were executed by the licensed or registered person which is an Options Exchange Participant (or, if applicable, by an Options Trading Exchange Participant on its behalf) on SEHK;
  - (e) a statement that, in the event of a default committed by the licensed or registered person resulting in the client suffering pecuniary loss, the client shall have a right to claim under the Investor Compensation Fund established under the SFO, subject to the terms of the Investor Compensation Fund from time to time; and
  - (f) a statement that all Exchange Traded Options Business made for or on behalf of a client shall be subject to the relevant provisions of the constitution, Rules of The Stock Exchange of Hong Kong Limited (“SEHK Rules”), regulations,



the Articles, customs and usages of SEHK, the Options Trading Rules, the Clearing Rules of SECH, the CCASS Rules and of the laws of Hong Kong, which shall be binding on both the licensed or registered person and the client.

## Exercise of Client Contracts

5. (a) Following notification of exercise pursuant to Clearing Rule 505 of SECH in respect of an OCH Contract or an NCP Contract comprised in a short open position of a licensed or registered person which is an Options Trading Exchange Participant allocated to its Client Account, that licensed or registered person should, by a random selection process, select a Client Contract from among all Client Contracts comprised in short open positions of clients in the same option series as that Contract. The Client Contract so selected should, by operation of the Options Client Agreement and Options Trading Rule 416, for all purposes be treated as having been validly exercised at the time of the selection. The licensed or registered person should notify its client of the details of such exercise as soon as possible.
  - (b) Where a licensed or registered person which is an Options Broker Exchange Participant receives notification pursuant to Options Trading Rule 416A in respect of the exercise of an Options Broker Client Contract, the licensed or registered person should, by a random selection process, select a Client Contract from among all Client Contracts comprised in short open positions of clients in the same option series as that Options Broker Client Contract. The Client Contract so selected shall also be treated for all purposes as having been validly exercised. The licensed or registered person should notify its client of the details of the exercise as soon as possible.
6. Where a licensed or registered person which is not an Options Exchange Participant receives notification from another licensed or registered person for the exercise of a Client Contract, the first-mentioned licensed or registered person should, by a random selection process, select a Client Contract from among all Client Contracts comprised in short open positions of clients in the same option series as that Client Contract. The Client Contract so



selected shall also be treated for all purposes as having been validly exercised. The first-mentioned licensed or registered person should notify its client of the details of the exercise as soon as possible.

## **Adjustments to contracts (“capital adjustments”)**

7. Where SEOCH makes adjustments to the terms of the Contracts of an option series in accordance with the Clearing Rules, a licensed or registered person which is an Options Exchange Participant, should:
  - (a) by no later than the next Business Day after such adjustments have been announced, notify all its clients affected by such adjustments of the details of the adjustments; and
  - (b) as soon as possible but in any event no later than 1 Business Day after the adjustment takes effect, notify all its clients of any changes to the terms of any Contracts in the client’s account resulting from such adjustments.
8. Where a licensed or registered person which is not an Options Exchange Participant receives a notification about capital adjustments from an Options Exchange Participant, it should promptly inform its clients of the same.

## **Omnibus Accounts**

9. Where a licensed or registered person which is an Options Exchange Participant accepts as a client a person whom the licensed or registered person knows to be engaging in Exchange Traded Options Business on behalf of other persons, the licensed or registered person should open one or more Omnibus Account(s) in the name of the client and should ensure that the client, to the fullest extent possible, calculates and collects appropriate amounts of Margin and Premium from such other persons.



## **Client's Money in relation to Exchange Traded Options Business**

10. *[Repealed]*
11. Without prejudice to paragraph 3.7 of the Code, each licensed or registered person should maintain a separate ledger account for each of its clients into which should be entered sufficient particulars to identify uniquely and unambiguously all Exchange Traded Options Business in relation to each client. Each such ledger account must contain information which is sufficient, at any given time, to enable all collateral and money received from each client to be separately identified and allocated to each aspect of Exchange Traded Options Business conducted on behalf of that client.

## **Securities borrowing and lending**

12. *[Repealed]*
13. *[Repealed]*

## **Short selling**

14. *[Repealed]*

## **Other requirements**

15. A licensed or registered person which is an exchange participant of SEHK should also comply with the following rules (including the rules, regulations, guidelines, procedures and circulars updated from time to time) of the SEHK where applicable:
  - (a) *[Repealed]*
  - (b) *[Repealed]*
  - (c) Options Trading Rules 424 to 426A and Operational Trading Procedures paragraphs 5.4 to 5.6 and Appendix H on client margin requirements; and
  - (d) Options Trading Rules 435 to 441 and Operational Trading Procedures paragraphs 5.9 to 5.12 of SEHK on position limits.



**Schedule 3A *[Repealed]***

**Schedule 3B *[Repealed]***



## **Schedule 4      Additional requirements for licensed or registered persons dealing in futures contracts and/or options contracts traded on Hong Kong Futures Exchange Limited**

The provisions in this Schedule apply to all licensed or registered persons in the course of their dealing in Futures Contracts and/or Options Contracts traded on Hong Kong Futures Exchange Limited (“HKFE”) except as otherwise specified in certain paragraphs which do not apply to licensed or registered persons which are not exchange participants of HKFE.

For the purposes of this Schedule, the defined terms and expressions set out below have the meanings assigned to them under the rules of HKFE. Where such defined terms and expressions are applied to exchange participants of HKFE, they are deemed to apply with the same meaning to licensed or registered persons which are not exchange participants wherever the context so permits.

### **Books and accounts**

1. A licensed or registered person which is an exchange participant of HKFE should maintain proper books and records which, inter alia, correctly and clearly record:
  - (a) the financial position of each client's trading account;
  - (b) the time, date and complete particulars of instructions received from and trades executed for clients;
  - (c) the time, date and complete particulars of the licensed or registered person's own orders and trades;
  - (d) particulars of all the open positions of the licensed or registered person and of each of its clients (that is, not simply the net open positions);
  - (e) the amount of margin deposited from time to time by the licensed or registered person with
    - (i) the Clearing House (where applicable); and



- (ii) executing agents,  
identifying each such agent and the amount of margin deposited with each;
  - (f) the amount of variation adjustment paid by the licensed or registered person to
    - (i) the Clearing House (where applicable); and
    - (ii) executing agents,  
identifying each such agent and the amount of variation adjustment paid to each;
  - (g) the amount of margin deposited or required to be deposited by each client;
  - (h) the amount of variation adjustment collected or required to be collected from clients;
  - (i) all payments and assets received or held by the licensed or registered person to satisfy margin requirements;
  - (j) particulars of all margin calls and demands for variation adjustment made; and
  - (k) any other particulars from time to time required by HKFE to be kept in the books and records of the licensed or registered person.
- 1A. Where confirmations of executed trades are made to clients through the telephone, a licensed or registered person should use a telephone recording system to record such confirmations and maintain telephone recordings as part of its records for at least six months.
- 1B. A licensed or registered person should prohibit its staff from confirming executed trades through mobile phones when on the trading floor, in the trading room, usual place of business where order is received or usual place where business is conducted, and

*The revisions to paragraphs 1A and 1B will take effect on 1 Dec 2012.*



should have a written policy in place to explain and enforce this prohibition.

#### Notes

The Commission notes that mobile telephones are widely used in Hong Kong. The use of mobile phones for confirming executed trades is strongly discouraged. However, where executed trades are confirmed by mobile phones outside the trading floor, trading room, usual place of business where order is received or usual place where business is conducted, staff members should immediately call back to their licensed or registered person's telephone recording system and record the time of confirmation and the details of executed trades. The use of other formats (e.g. in writing by hand) to record details of executed trades and time of confirmation should only be used if the licensed or registered person's telephone recording system cannot be accessed

## Client Agreement

2. Without prejudice to paragraphs 6.1 to 6.3 of the Code, before any services are provided to a client in relation to the transaction of any Futures Contracts and/or Options Contracts, a licensed or registered person should ensure that the Client Agreement contains at least provisions to the following effect that:
  - (a) (where a licensed or registered person is an exchange participant of HKFE) the category of exchange participant under which the licensed or registered person is registered. The particulars of every licence or registration (including the CE number) maintained by the licensed or registered person (for both exchange participants and non-exchange participants) pursuant to the SFO or any other regulatory provisions, and the full name of the employee primarily responsible for the client's affairs and particulars of the licence or registration maintained by that employee (including the CE number) pursuant to the SFO or any other regulatory provisions;
  - (b) (where a licensed or registered person is an exchange participant of HKFE) every Exchange Contract shall be subject to the charge of a Investor Compensation Fund levy and a levy pursuant to the SFO, the cost of both of which shall be borne by the client;



- (c) (where a licensed or registered person is an exchange participant of HKFE) if the client suffers pecuniary loss by reason of the licensed or registered person's default, the liability of the Investor Compensation Fund will be restricted to valid claims as provided for in the SFO and the relevant subsidiary legislation and will be subject to the monetary limits specified in the Securities and Futures (Investor Compensation – Compensation Limits) Rules and accordingly there can be no assurance that any pecuniary loss sustained by reason of such a default will necessarily be recouped from the Investor Compensation Fund in full, in part or at all;



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- (d) transactions related to exchange traded futures and options contracts shall be subject to the rules of the relevant markets and exchanges. A statement that the licensed or registered person is required, upon the request of HKFE (in the case where the licensed or registered person is an exchange participant of HKFE) or the Commission, to disclose the name, beneficial identity and such other information concerning the client as the Exchange or the Commission may require and that the client agrees to provide such information concerning the client as the licensed or registered person may require in order for the licensed or registered person to comply with this requirement;
- (e) the client may have varying level and type of protection in relation to transactions on different markets and exchanges;
- (f) (if appropriate, then prominently displayed and in bold type) the licensed or registered person may, subject to the provisions of the SFO and any applicable law, take the opposite position to the client's order in relation to any exchange traded futures and options contracts, whether on the licensed or registered person's own account or for the account of its associated company or other clients of the licensed or registered person, provided that such trade is executed competitively on or through the facilities of HKFE in accordance with its rules or the facilities of any other commodity, futures or options exchange in accordance with the rules and regulations of such other exchange;
- (g) (where a licensed or registered person is an exchange participant of HKFE) the client acknowledges that the Clearing House may do all things necessary to transfer any open positions held by the licensed or registered person on the client's behalf and any money and security standing to the credit of its account with the licensed or registered person to another exchange participant of HKFE in the event the rights of the licensed or registered person as an exchange participant of HKFE are suspended or revoked;
- (h) all monies, securities and other property received by the licensed or registered person from the client or from any other person (including a clearing house) for the account of the



client shall be held by the licensed or registered person as trustee and segregated from the licensed or registered person's own assets. These assets so held by the licensed or registered person shall not form part of the assets of the licensed or registered person for insolvency or winding up purposes but shall be returned to the client promptly upon the appointment of a provisional liquidator, liquidator or similar officer over all or any part of the licensed or registered person's business or assets;

- (i) (where a licensed or registered person is an exchange participant of HKFE) any monies, approved debt securities or approved securities received by the licensed or registered person from the client or from any other person (including the Clearing House) are held in the manner specified under paragraphs 7 to 12 of this Schedule and the client authorises the licensed or registered person to apply any such monies, approved debt securities or approved securities in the manner specified under paragraphs 14 to 15. In particular, the licensed or registered person may apply such monies, approved debt securities or approved securities in or towards meeting the licensed or registered person's obligations to any party insofar as such obligations arise in connection with or incidental to F.O. Business transacted on that client's behalf;
- (j) (where a licensed or registered person is an exchange participant of HKFE) the client acknowledges that in respect of any account of the licensed or registered person maintained with the Clearing House, whether or not such account is maintained wholly or partly in respect of F.O. Business transacted on behalf of that client and whether or not monies, approved debt securities or approved securities paid or deposited by that client has been paid to or deposited with the Clearing House, as between the licensed or registered person and the Clearing House, the licensed or registered person deals as principal and accordingly no such account is impressed with any trust or other equitable interest in favour of the client and monies, approved debt securities and approved securities paid to or deposited with the Clearing House are thereby freed from the trust referred to in paragraph 2(h) of this Schedule;



- (k) (where a licensed or registered person is an exchange participant of HKFE) the period within which margin calls and demands for variation adjustments must be met, the licensed or registered person may be required to report to HKFE and the Commission particulars of all open positions in respect of which two successive margin calls and demands for variation adjustments are not met within the period specified by the licensed or registered person and the licensed or registered person may require more margin or variation adjustments than that specified by the Exchange and/or the Clearing House and may close out open positions in respect of which any margin calls and demands for variation adjustments are not met within the period specified by the licensed or registered person or at the time of making such call(s) or demand(s);
- (l) (where a licensed or registered person is an exchange participant of HKFE) the client acknowledges that the licensed or registered person is bound by Rules of Hong Kong Futures Exchange Ltd (“HKFE Rules”) which permit HKFE to take steps to limit the positions or require the closing out of contracts on behalf of such clients who in the opinion of the Exchange are accumulating positions which are or may be detrimental to any particular Market or Markets, or which are or may be capable of adversely affecting the fair and orderly operation of any Market or Markets as the case may be; and
- (m) risk disclosure statements as specified in Schedule 1 to the Code will be attached.

### **Discretionary accounts**

- 3. (a) In the event that the net equity in a discretionary account falls below such sum as is specified by the client in writing to the licensed or registered person from time to time or if, in any period of three or fewer consecutive trading days, it falls by more than 50 per cent from the level at which it stood at the beginning of that period, a licensed or registered person should forthwith notify the client in writing of the level of net equity and, except with the prior written consent of the client to every subsequent transaction, should not initiate any new trades in respect of that discretionary account (except in



order to close out existing open positions) until such time as the net equity in the discretionary account exceeds the specified amount or (as the case may be) is restored to the level at which it stood at the beginning of the period.

- (b) For the purpose of paragraph 3(a) of this Schedule, "net equity" at any time means the balance at that time shown in the ledger account relating to the discretionary account plus any floating profit or less any floating loss in respect of the discretionary account, and after adjusting for any levies or commission due from the client.
4. (a) A licensed or registered person should not:
- (i) accept, carry or initiate on behalf of a discretionary account more than two day trades in any Market; or
  - (ii) open short options positions in a discretionary account,
- unless it has obtained from the client on whose instructions the discretionary account was opened prior written approval specifically authorising such transactions.
- (b) For the purpose of paragraph 4(a) of this Schedule, a "day trade" is a transaction whereby a licensed or registered person executes in the same day an order to buy and an order to sell Exchange Contracts on the same Market in the same futures contract month, option series, or Currency Contract Type for the same client.

## **Omnibus Accounts**

5. A licensed or registered person which is an exchange participant of HKFE should maintain the following information of all omnibus accounts carried by it:
- (a) the name of the client on whose instructions the account is operated and an indication as to whether or not it is an exchange participant of HKFE;
  - (b) the title of the account in the books of the licensed or registered person;



- (c) the address of the client;
  - (d) whether the business transacted in respect of the account is HKFE Trade or Non-HKFE Trade; and
  - (e) whether the client is authorised under the Ordinances or the laws of its jurisdiction to operate an omnibus account and whether the client is a dealer registered under the Ordinances or under the laws of its relevant jurisdiction.
6. (a) A licensed or registered person which is an exchange participant of HKFE should ensure that a client who operates an omnibus account and who is not an exchange participant of HKFE should:
- (i) in the client's dealings with the person(s) from whom it receives instructions with respect to the omnibus account, comply with and enforce the margin and variation adjustment requirements and procedures as stipulated in the rules as though the client were an exchange participant of HKFE and as though the person(s) for whose account or benefit such instructions are given were clients;
  - (ii) cause Exchange Contracts to be entered into in fulfillment of such instructions, so that there shall in no circumstances be any dealing with the instructions in a manner which constitutes unlawful dealing in differences in market quotations of commodities under the laws of Hong Kong or any other applicable jurisdiction or in a manner which constitutes or involves betting, wagering, gaming or gambling with respect to such items in contravention of Hong Kong laws or any other applicable laws; and
  - (iii) ensure that the persons from whom the client receives instructions comply with the margin and variation adjustment requirements as stipulated in the rules, with the result that, as between HKFE and the licensed or registered person, the licensed or registered person should be responsible for ensuring that such requirements are complied with by all persons through



whom instructions pass with respect to the omnibus account as if each in turn was the client for whom such omnibus account was operated.

- (b) A licensed or registered person should not operate an omnibus account unless it is able, whether by virtue of the contractual terms applying between it and its client or otherwise, to comply strictly with paragraph 6(a) of this Schedule.

## **Client's monies, approved debt securities and approved securities of clients**

- 7.
  - (a) *[Repealed]*
  - (b) Every licensed or registered person which is an exchange participant of HKFE and which transacts on behalf of its clients both HKFE Trade and Non-HKFE Trade should maintain at least two segregated bank accounts and should ensure that client's money relating to HKFE Trade is paid into one segregated bank account designated as an "HKFE Trade" account whilst client's money relating to Non-HKFE Trade is paid into another segregated bank account designated as a "Non-HKFE Trade" account, and should procure that client's money received and paid by the licensed or registered person in respect of HKFE Trade and Non-HKFE Trade is always kept separately and accounted for separately.
- 8.
  - (a) Every licensed or registered person which is an exchange participant of HKFE and which receives from clients collateral for margin requirements in the form of approved debt securities should establish and keep with a recognized dealer registered with the Hong Kong Monetary Authority (in the case of Exchange Fund Bills or Notes) or any bank, depository or institution approved by the Clearing House from time to time (in the case of other approved debt securities) at least one debt securities account in the name of the licensed or registered person and in the title of which the word "client", "segregated", "Non-House" or other similar word or phrase appears and which constitutes a segregated debt securities account.
  - (b) Every licensed or registered person which is an exchange participant of HKFE and which receives from clients collateral



for margin requirements in the form of approved debt securities and which transacts on behalf of clients both HKFE Trade and Non-HKFE Trade should maintain at least two segregated debt securities accounts and should ensure that clients' approved debt securities relating to HKFE Trade are deposited into one segregated debt securities account designated as an "HKFE Trade" account whilst clients' approved debt securities relating to Non-HKFE Trade are deposited into another segregated debt securities account designated as a "Non-HKFE Trade" account, and should procure that clients' approved debt securities received and deposited by the licensed or registered person in respect of HKFE Trade and Non-HKFE Trade are always kept separately and accounted for separately.

9. (a) Every licensed or registered person which is an exchange participant of HKFE and which receives from clients collateral for margin requirements in the form of approved securities should establish and keep with a registered participant of the Central Clearing and Settlement System operated by Hong Kong Securities Clearing Company Limited ("HKSCC") or any other depository, institution or clearing house approved by the Clearing House from time to time at least one securities account in the name of the licensed or registered person and in the title of which the word "client", "segregated", "Non-House" or other similar word or phrase appears and which constitutes a segregated securities account.
- (b) Every licensed or registered person which is an exchange participant of HKFE and which receives from clients collateral for margin requirements in the form of approved securities and which transacts on behalf of clients both HKFE Trade and Non-HKFE Trade should maintain at least two segregated securities accounts and should ensure that clients' approved securities relating to HKFE Trade are deposited into one segregated securities account designated as an "HKFE Trade" account whilst clients' approved securities relating to Non-HKFE Trade are deposited into another segregated securities account designated as a "Non-HKFE Trade" account, and should procure that clients' approved securities received and deposited by the licensed or registered person in respect of



HKFE Trade and Non-HKFE Trade are always kept separately and accounted for separately.

10. (a) to (d) *[Repealed]*
- (e) Each licensed or registered person, whether an exchange participant of HKFE or not, should ensure that client's money maintained in segregated bank accounts is at all times sufficiently liquid to satisfy readily all margin requirements or other trading related liabilities in respect of F.O. Business conducted on behalf of clients. In this connection, each licensed or registered person should ensure that prudent cash flow management procedures are employed.
11. (a) All approved debt securities received by a licensed or registered person which is an exchange participant of HKFE from a client or from any other person (including the Clearing House) for the account of the client should be held by the licensed or registered person as trustee, segregated from the licensed or registered person's own assets and deposited into a segregated debt securities account of the licensed or registered person.
- (b) Unless clients' approved debt securities are deposited directly into the licensed or registered person's segregated debt securities account, every licensed or registered person which is an exchange participant of HKFE holds or receives clients' approved debt securities should as soon as practicable and in any event within the next business day after its receipt deposit clients' approved debt securities into the licensed or registered person's segregated debt securities account.
- (c) No clients' approved debt securities may be deposited by a licensed or registered person which is an exchange participant of HKFE into any account other than a segregated debt securities account maintained by that licensed or registered person.
- (d) No approved debt securities or other debt securities other than clients' approved debt securities may be deposited by a licensed or registered person which is an exchange participant of HKFE into a segregated debt securities account.



12.
  - (a) All approved securities received by a licensed or registered person which is an exchange participant of HKFE from a client or from any other person (including the Clearing House and HKSCC) for the account of the client should be held by the licensed or registered person as trustee, segregated from the licensed or registered person's own assets and deposited into a segregated securities account of the licensed or registered person.
  - (b) Unless clients' approved securities are deposited directly into the licensed or registered person's segregated securities account, every licensed or registered person which is an exchange participant of HKFE holds or receives clients' approved securities should as soon as practicable and in any event within the next business day after its receipt deposit clients' approved securities into the licensed or registered person's segregated securities account.
  - (c) No clients' approved securities may be deposited by a licensed or registered person which is an exchange participant of HKFE into any account other than a segregated securities account maintained by that licensed or registered person.
  - (d) No approved securities or other securities other than clients' approved securities may be deposited by a licensed or registered person which is an exchange participant of HKFE into a segregated securities account.
13. *[Repealed]*
14. Where a licensed or registered person is an exchange participant of HKFE, there may be withdrawn from a segregated debt securities account:
  - (a) approved debt securities required to meet obligations of the licensed or registered person to the Clearing House or an executing agent arising in connection with F.O. Business transacted by the licensed or registered person on the instructions of one or more clients provided that no withdrawal may be made which would have the effect that Clearing House margin, variation adjustment requirements or other trading related liabilities in respect of F.O. Business



conducted on behalf of any client are thereby financed by other clients' approved debt securities;

- (b) approved debt securities which are transferred to another segregated debt securities account; and
- (c) approved debt securities returned to or in accordance with the directions of a client, but in such a case notwithstanding the client's directions, no approved debt securities may be deposited into another account of the licensed or registered person unless that account is a segregated debt securities account.

15. Subject to a licensed or registered person which is an exchange participant of HKFE having obtained from its clients specific written authority and such other consent(s) as may be required under applicable laws, rules and regulations, the following may be withdrawn from a segregated securities account:

- (a) approved securities required to meet the obligations of the licensed or registered person to the Clearing House or an executing agent arising in connection with F.O. Business transacted by the licensed or registered person on the instructions of one or more clients provided that no withdrawal may be made which would have the effect that Clearing House margin, variation adjustment requirements or other trading related liabilities in respect of F.O. Business conducted on behalf of any client are thereby financed by other clients' approved securities;
- (b) approved securities which are transferred to another segregated securities account; and
- (c) approved securities returned to or in accordance with the directions of a client, but in such a case notwithstanding the client's directions, no approved securities may be deposited into another account of the licensed or registered person unless that account is a segregated securities account.



## **No set-off between licensed or registered person's accounts and client's accounts**

16. (a) No licensed or registered person should apply, permit or suffer any monies, securities or any other forms of collateral standing to the credit of any client's ledger account to be applied for the benefit of its own trading accounts, accounts of its directors or employees or for the benefit of trading accounts of any other clients.
- (b) No licensed or registered person should apply, permit or suffer any monies, securities or any other forms of collateral received from clients to be applied against debts of its own trading account or accounts of its directors or employees.

## **Client's ledgers**

17. Every licensed or registered person which is an exchange participant of HKFE should maintain in its books and records separate ledger accounts for every client in respect of:
  - (a) all HKFE Trade;
  - (b) all Non-HKFE Trade;
  - (c) all trade which is neither HKFE Trade nor Non-HKFE Trade and is consequently not F.O. Business, of that client.
18. (a) Every licensed or registered person which is an exchange participant of HKFE and which receives from clients collateral for margin requirements in the form of approved debt securities or approved securities (or which arranges for approved debt securities or approved securities of clients to be deposited directly with the Clearing House) should maintain proper books and records which correctly and clearly record, inter alia, the following details of all approved debt securities and approved securities received from each client:
  - (i) a complete description of each type of approved debt securities and approved securities; and



- (ii) the quantity and face value of approved debt securities and approved securities deposited with or withdrawn from the Clearing House or each depository, institution or other clearing house with which the segregated debt securities account or segregated securities account is maintained and the date of any such deposit or withdrawal.
  - (b) Every licensed or registered person which is an exchange participant of HKFE should ensure that all regular statements of account to clients contain the details listed in subparagraph (a) above.
19. Every licensed or registered person which is an exchange participant of HKFE should segregate its clients' HKFE Trade ledger accounts and Non-HKFE Trade ledger accounts and any other ledger accounts so that, except by actual cash payments or approved debt securities transfers, credit balances on any given type of trade account may not be used to offset debit balances, or to meet margin requirements or demands for variation adjustment on any other type of trade account.

## Other requirements

20. A licensed or registered person which is an exchange participant of HKFE should also comply with the following rules (including the rules, regulations, guidelines, procedures and circulars of HKFE updated from time to time) of HKFE where applicable:
- (a) Circular dated 31/7/1998 (Ref. No. CIR/LEGAL/980274) on disclaimer and Circular dated 8/5/1998 (Ref. No. CIR/LEGAL/980141) on HKFE disclaimer;
  - (b) HKFE Rule 617 on minimum margin requirements, including Circular dated 7/12/1993 (Ref. No. MEM/CIR/9312050/017) on the requirements governing omnibus accounts; Circular dated 27/8/1998 (Ref. No. CIR/CMP/980310) on day trade margin requirements; and Circular dated 3/3/1997 (Ref. No. AUD/9703001) on Guidelines on Margin Procedures;
  - (c) Circular dated 30/1/1997 (Ref. No. CMP/CIR/9701010) and 13/6/1997 (Ref. No. MEM/CIR/9706036) on large open



position (reporting) procedures (including HSI Futures, HSI Options and NYMEX contracts), including prescribed forms, and Circular dated 14/7/1999 (Ref. No. CIR/CMP/990271) on delta position limits; and

- (d) Circular dated 10/3/1995 (Ref. No. MEM/CIR/9503029/023) on stock futures (client margining, large open positions and position limits, client account documentation and general).



## **Schedule 5      Additional requirements for licensed persons providing margin lending**

### **General**

1.      The provisions in this Schedule apply to persons licensed for :
  - (a)    Type 8 regulated activity, namely securities margin financing; and
  - (b)    Type 1 regulated activity, namely dealing in securities, that provide financial accommodation to any of their clients in order to facilitate acquisitions or holdings of listed securities by the persons for their clients,except as otherwise specified.

### **Margin lending policy**

2.      A licensed person should have a prudent margin lending and margin call policy set out in writing and properly communicated to its staff.
3.      A licensed person should assure itself that the margin client has the financial capacity to meet obligations arising from instructions the margin client gives and in the absence of such assurance, it shall not accept instructions from such margin client.

### **Differentiation between cash and margin accounts**

4.      Where a client operates both a cash and a margin account, the licensed person should have adequate systems and resources to ensure that transactions and assets booked under one account are not commingled with those booked under the other.

### **Prudent bank borrowing**

5.      (a)    To avoid potential over-borrowing, a licensed person should ensure that the aggregate of all outstanding bank borrowings, overdrafts, advances etc. secured by the pledging or deposit



of securities collateral belonging to margin clients remains prudent when compared to the aggregate of all outstanding margin loans made to margin clients. As a general guide, the amount of such bank borrowings, overdrafts and advances should not exceed 120% of the value of outstanding margin loans.

- (b) A licensed person that repledges securities collateral should notify the Commission in writing within one business day whenever for a continuous period of 2 weeks the aggregate outstanding balance of borrowings drawn under its bank credit facilities equals or exceeds 80% of the total credit limit of the bank credit facilities calculated at the sum of:
  - (i) the credit limit of each unsecured bank credit facility; and
  - (ii) the lower of
    - (I) the aggregate credit limit of its secured bank credit facilities; and
    - (II) the aggregate amount that the banks are willing to lend against the security pledged to the banks.

Notes:

The licensed person may include as part of the total credit limit the amount that the banks are willing to lend against the listed securities that belong to the licensed person and have not been pledged to the banks, plus the amount the banks are willing to lend against any clients' securities collateral that has not been repledged but may be so repledged as permitted by the repledging limit under the Securities and Futures (Client Securities) Rules.

## Client agreement

- 6. A licensed person should ensure that a written Margin Client Agreement is entered into with a client before margin lending is provided to that client. The Margin Client Agreement shall specify that the account is a "margin account".



7. In the case of a person licensed for Type 8 regulated activity, the Margin Client Agreement should, in addition to the requirements set out in paragraph 6 of the Code, contain a statement that:
  - (a) the licensed person is subject to the sole business requirement and it can only provide financial accommodation to facilitate the acquisition of listed securities and, where applicable, for the continued holding of those securities. The client will not be able to withdraw funds under the facility unless they are for such purposes; and
  - (b) the licensed person cannot effect dealing in securities for or on behalf of clients, except for the liquidation of their securities collateral in order to collect margin calls or outstanding debts.

## **Information for clients**

8. A licensed person should clearly inform margin clients in writing of its margin lending and margin call policy as it affects them.
9.
  - (a) A licensed person that repledges securities collateral should inform a client that it has this practice upon opening a margin account for the client.
  - (b) A licensed person that changes its repledging status from non-repledging to repledging should inform all its existing margin clients as soon as practicable.
  - (c) A licensed person that repledges securities collateral should ensure that a risk disclosure statement in relation to the provision of an authority to repledge securities collateral as specified in Schedule 1 to the Code is included in a prominent position in the written notice given by it to any client to renew the standing authority in which the client authorizes it to deposit the client's securities collateral as collateral for financial accommodation provided to it.



## Internal controls

10. A licensed person should, where possible, assign the responsibility for margin lending to a senior officer or committee that is independent of the sales or trading function. A clear margin lending policy should be developed, documented and communicated to all relevant staff for strict enforcement. Such policy should include at least the following objectives:
  - (a) to provide a basis for protecting the capital of the licensed person;
  - (b) to ensure adequate procedures are in place for identification of risks, effective monitoring and corrective action; and
  - (c) to ensure there is a consistent risk management policy.
11. In particular, this policy should:
  - (a) ensure exposure to individual margin clients or “groups of related margin clients” (as defined in the Securities and Futures (Financial Resources) Rules) (“FRR”) is adequately secured;
  - (b) avoid building up excessive exposure to individual margin clients or groups of related margin clients; and
  - (c) avoid building up excessive exposure to individual item of securities deposited as collateral.
12. The margin lending policy framework should address, among other things, the following:
  - (a) the form of objective proof of net income or net worth such as: tax returns, salaries advice and bank statements. This should be used as a reference for setting credit limits and should be subject to strict enforcement and regular review;
  - (b) the list of securities acceptable as collateral, and the different haircuts applicable to collateral, bearing in mind their liquidity and volatility in prevailing market conditions;
  - (c) the procedures to identify groups of related margin clients;



- (d) the monitoring of changes in concentrated collateral positions, and consider the need to amend the list of securities acceptable as collateral for additional advances;
- (e) the monitoring of changes in concentrated securities margin loans and consider whether additional advances would be prudent where there is such concentration;
- (f) the triggering level for making the first and successive margin calls, including intra-day calls;
- (g) the giving of warnings to clients with outstanding margin calls specifying the steps the firm plans to take and when;
- (h) the maintenance of appropriate detailed records to ensure that the case history of margin calls for each individual client can be readily established;
- (i) the triggering level for stopping further advances to clients, for example where there are outstanding margin calls yet to be met;
- (j) the triggering level for forced liquidation of a client's collateral;
- (k) a procedure in the case of a forced liquidation of a client's collateral to ensure the best available terms to the client and reduction of the firm's exposure to that client to an acceptable level;
- (l) the circumstances in which deviation from the policy, supported by written explanations, may be approved by management, specifying the limits applicable to each level of the management; and where such deviation has an adverse effect on the firm's liquid capital position, the steps taken to ensure that the firm will not, as a result, be in breach of the FRR; and
- (m) the management reports (especially exception reports) necessary to ensure efficient monitoring over margin lending on an ongoing basis, readily showing
  - (i) outstanding margin loan balance per account;



- (ii) margin call status of each margin client;
  - (iii) analysis of collateral received;
  - (iv) margin ratios for different collateral items; and
  - (v) concentration of exposure to securities collateral or clients.
13. In the case of a person licensed for Type 8 regulated activity, the licensed person should make appropriate enquiries of a margin client when that margin client wishes to draw against the client's account. Generally, any advance in excess of the realisable value of the securities collateral would indicate lending outside the scope of providing financial accommodation for facilitating the acquisition or any continued holding of listed securities.



## **Schedule 6      Additional requirements for licensed persons engaging in leveraged foreign exchange trading**

The provisions in this Schedule apply to the carrying on of Type 3 regulated activity, namely leveraged foreign exchange trading, by persons licensed to conduct such activity.

### **Part I**

#### **General conduct of business requirements**

##### **Client Agreement**

1. Without prejudice to paragraphs 6.1 to 6.3 of the Code, before entering into a leveraged foreign exchange contract (“contract”) with or on behalf of a client, the licensed person should ensure that the Client Agreement contains at least the followings-
  - (a) a statement by the client-
    - (i) that the client is trading on his own behalf; or
    - (ii) if the client is not trading on his own behalf, of the name of the ultimate beneficiary on whose behalf the client is trading;
  - (b) a statement by the client as to whether he is to operate his account by giving orders himself or by appointing another person to give orders on his behalf, and in the latter case, the name and address of the person appointed, to be accompanied by an appointment in writing;
  - (c) a statement by the licensed person that none of its employees or representatives should accept appointment by the client as agent to operate the client's account for the purposes of paragraph (b) unless a separate agreement is entered into in accordance with paragraph 6 of this Schedule;



- (d) a statement by the licensed person as to whether it may take the opposite position to a client's order;
- (e) a statement as to whether or not any employee or representative of the licensed person may be allowed to trade contracts on his own account pursuant to the policy established under paragraph 12.2(a) of the Code;
- (f) a statement that all telephone conversations between the licensed person and the client made in the course of business will be recorded on a centralized tape recording system operated by the licensed person;
- (g) specification of all services and contracts which the licensed person may provide to, transact with, or undertake on behalf of, the client and of all terms and conditions attached to those services and to the trading of contracts;
- (h) where the terms of its licence so requires, a statement that in relation to any dispute between the licensed person and the client, the licensed person should, if the client so requires, agree to refer the dispute to arbitration in accordance with the Securities and Futures (Leveraged Foreign Exchange Trading - Arbitration) Rules;
- (i) details of margin requirements and the time within which any initial margin or other margin deposits must be paid;
- (j) the circumstances in which contracts transacted with or undertaken on behalf of the client may be closed out without the client's consent;
- (k) a description of the methods or procedures adopted by the licensed person in choosing the prices or interest rates for the purposes of marking to market the client's open positions and in calculating the client's interest income and expenses;
- (l) a statement that the client may be affected by any curtailment of, or restriction on, the capacity of the licensed person to trade in respect of open positions as a result of action taken by the Commission under applicable rules and regulations or for any other reason, and that in such circumstances, the



client may be required to reduce or close out his open positions with the licensed person; and

- (m) a statement to the effect that the Client Agreement and all rights, obligations and liabilities under it should be governed by and construed in accordance with the laws of the Hong Kong SAR.

## **Statement of client information**

- 2. A licensed person should obtain from each of its clients a written statement which contains the following information about that client-
  - (a) the name, address, telephone number and facsimile number, if any, of the client;
  - (b)
    - (i) in the case of an individual, details of that individual's Hong Kong identity card or, if the client is not the holder of an identity card, details of his passport, travel or other document issued by a competent government agency providing proof of identity;
    - (ii) in the case of a corporation, details of its certificate of incorporation or similar document issued by the relevant authority of the country of incorporation;
    - (iii) in the case of a partnership, details of its business registration certificate or similar document issued by the relevant authority of the country where the partnership was formed or, where not available, the partnership agreement or other document constituting the partnership;
  - (c)
    - (i) in the case of an individual, his occupation, position and years spent in that occupation;
    - (ii) in the case of a corporation, the type of business and the number of years in the business;
    - (iii) in the case of a partnership, the type of business and the number of years in that business;



- (d) details of the financial position of the client; and
  - (e) details of the client's investment objectives and strategy.
3. Where a client has appointed another person to trade on his behalf, the licensed person should obtain the information required in paragraph 2(a), (b) and (c) above in relation to that person and a statement of his relationship with the client.
  4. A licensed person should obtain from each of its clients, and from any person who is authorized by the client to trade on his behalf, a written declaration to the effect that-
    - (a) the statement provided under paragraph 2 above is true, complete and correct; and
    - (b) the client and the authorized person will notify the licensed person of any material changes to that information.
  5. A client who is a sole proprietor should, notwithstanding that he is trading in the name of his firm, be deemed to be trading as an individual for the purposes of paragraphs 2 to 4 of this Schedule.

## **Discretionary accounts**

6. A licensed person who wishes to offer discretionary account services to its clients should enter into a separate written discretionary account agreement (Discretionary Account Agreement) with the client which, together with the Client Agreement required by paragraph 6.1 of the Code, will govern the relationship between the licensed person and the client.
7. A licensed person should, before entering into any contract with or on behalf of a client under a discretionary account-
  - (a) inform the client that a Discretionary Account Agreement is required to be entered into between them in writing in either English or Chinese;
  - (b) explain to the client the contents of the Discretionary Account Agreement; and
  - (c) enter into a Discretionary Account Agreement with the client.



8. The Discretionary Account Agreement should include-
- (a) a description by the licensed person as to the way in which the discretionary account will be managed by it, including information required pursuant to paragraph 10 of this Schedule;
  - (b) a statement that the client appoints the licensed person to manage his account;
  - (c) a statement by the licensed person of-
    - (i) the name of the representative managing the account;
    - (ii) the name of the supervisor of that representative; and
    - (iii) whether that representative is permitted to trade for his own account pursuant to the policy established under paragraph 12.2(a) of the Code;
  - (d) details of the terms and conditions specified by the client for management of the account, which should include-
    - (i) the amount deposited by the client;
    - (ii) the terms and conditions of any stop-loss or stop-limit order by the client; and
    - (iii) any specifications imposed by the client concerning his investment objectives and strategy including the size of transactions, frequency of trading and the currencies to be traded in;
  - (e) details of all charges, commission, brokerage or remuneration payable by the client in addition to the charges, commission, brokerage or remuneration payable under the Client Agreement;
  - (f) a statement that any modifications to the Discretionary Account Agreement must be in writing and accepted by both parties in writing except for the terms and conditions specified in paragraph (d), which may be amended unilaterally at any time by the client;



- (g) a statement that either party may suspend or terminate the Discretionary Account Agreement at any time by giving notice of suspension or termination to the other by telephone or in writing, such suspension or termination to take effect upon receipt of the notice;
  - (h) a statement by the client that he understands that he is not obliged to enter into a Discretionary Account Agreement before he can retain other non-discretionary services of the licensed person, that he understands the contents of the Discretionary Account Agreement and that he accepts the terms and conditions contained therein;
  - (i) the risk disclosure statement prescribed by Schedule 1 to the Code; and
  - (j) an explanation of the additional risks of giving discretionary powers to a licensed person to manage an account on his behalf, including the total dependence by the client on the integrity and skill of the licensed person and the inherent risk of conflict of interest in that a licensed person may take the opposite position to a client's order while acting for the client.
9. A licensed person should not accept or carry a discretionary account unless it-
- (a) has obtained, in addition to a duly signed Discretionary Account Agreement under paragraph 6 of this Schedule, a signed copy of a power of attorney or other document by which trading authority is given or restricted; and
  - (b) has designated such an account in its books and records as a discretionary account.
10. A licensed person should comply with the following procedures in managing a discretionary account-
- (a) whenever the net equity in a discretionary account falls during any one calendar month by more than 30% from the level at which it stood at the beginning of that month, the licensed person-



- (i) should immediately notify the client of the level of net equity, the amount of trading loss and the amount of income generated to the licensed person from the account during that month;
    - (ii) should not, except in order to close out existing open positions, initiate any new contracts in respect of the discretionary account unless the client consents and subject to such conditions as may be imposed by the client;
  - (b) in the case of any discretionary account to which paragraph (a)(ii) applies-
    - (i) the licensed person should assign a member of its senior management to review and approve every contract executed for the discretionary account before the consent of the client has been received; and
    - (ii) where the consent of the client to continue trading is duly given, the licensed person should continue to comply with the requirements of paragraph (a), by using the net equity standing at the beginning of the day on which his consent is given as a new starting point.
11. For the purposes of paragraph 10 of this Schedule, the net equity standing at the beginning of any calendar month should be treated as including any cash deposits made to, and as excluding any cash withdrawal made from, the account by the client during that month.
12. For the purposes of paragraphs 6 to 15 of this Schedule, the consent of the client is duly given only if it is given in writing or is recorded on the centralized tape recording system of the licensed person.
13. A licensed person should not maintain a trading position for a client where the client holds an equal outstanding long and short position of the same foreign currency at the same time, unless such position is specifically requested by the client in each instance.
14. All attempts to telephone the client should be recorded on the centralized tape recording system.



15. Each discretionary account should be reviewed by a member of the senior management of the licensed person at least once every 3 business days to ensure that it is being operated in conformity with the specific instructions of the client, if any, the Client Agreement, the Discretionary Account Agreement and relevant requirements governing discretionary accounts.

## **Client orders**

16. Without prejudice to paragraph 3.9 of the Code, a licensed person should-
  - (a) ensure that all telephone orders from a client are recorded on the centralized tape recording system operated by it; and
  - (b) record in writing each order, whether made by telephone or otherwise, immediately after it is received.
17. The record required to be made under paragraph 16 of this Schedule should include-
  - (a) the name of the client and, if applicable, the person who is authorized by the client to give the order and the account number of the client;
  - (b) the time and date at which the order was received;
  - (c) the method by which the order was given;
  - (d) the type, price and quantity of the contracts ordered;
  - (e) the name of the representative or employee of the licensed person who received the order; and
  - (f) detailed particulars of the instructions in respect of the order.
18. A licensed person should confirm the details of each order executed as soon as possible with that client or his agent, as the case may be, through a telephone connected to the centralized tape recording system.
19. Where the voice of a client cannot be recorded on the centralized tape recording system for any reason, the licensed person should-



- (a) in the absence of any written instructions given by the client in respect of the order, require the client to sign an order form; and
  - (b) confirm details of the contract with the client once an order has been executed.
20. Where a licensed person does not have the client's confirmation on tape or on an order form as required by paragraph 19(a) above and the client disputes the order within 10 business days of its execution, it should be voidable at the option of the client.
21. Where a client gives any instructions involving closing positions or closing an entire account, a licensed person should ensure that all necessary contracts that may be required in order to implement those instructions are executed promptly and that the price and terms and conditions of such contracts do not differ in any material respect from contracts entered into with or on behalf of other clients.

## **Payment to clients**

22. A licensed person should ensure that any instructions given by a client relating to payment to the client of any net equity, floating profit or margin excess are complied with within 1 business day.

## **Client's margin**

23. A licensed person should set the initial margin and maintenance margin level for its clients at not less than 5% and 3% respectively of the gross principal value of the contract offered by the licensed person. For cross currency trades and locked positions (i.e. situation where a client simultaneously holds an equal long and short position of the same currency), only one set of margin is required.
24. Except as provided in paragraph 25 of this Schedule, no licensed person should execute any contract for a client until and unless the licensed person has received from the client a margin deposit adequate to cover the initial margin required.



25. A licensed person may execute a contract for a client, other than a discretionary account client, without first having received the initial margin from that client if it is reasonably satisfied that, given the investment objectives, investment strategy and financial position of that client, the full amount of the initial margin will be deposited by the client within the next business day or such shorter period as may be specified by the licensed person.
26. Paragraph 25 above does not apply to a client-
  - (a) who has never entered into a contract through or with the licensed person;
  - (b) who has never paid, or been asked to pay, any initial margin to the licensed person; or
  - (c) who has failed to satisfy the initial margin requirement as specified in paragraph 25 above on at least 2 occasions during the period of 1 year immediately preceding the transaction for which the deferral of the deposit of initial margin is requested by the client.
27. For the purposes of calculating the amount of any margin deposit required, the basis and method of valuation applicable to margins as provided in section 41 of the Securities and Futures (Financial Resources) Rules should be adopted.

### **No credit on margin**

28. Except as expressly provided in paragraph 25 of this Schedule, a licensed person should not extend any credit or give any rebate of any kind to a client which has the effect of circumventing or evading the margin requirements specified herein.

### **Restricted use of margin collateral**

29. A licensed person should ensure that margin deposits and other assets of its clients and recognized counterparties are properly safeguarded and are held separately from the assets of the licensed person.



## **Personal trading by staff**

30. No representative or employee of a licensed person should be a client of another licensed person for trading in leveraged foreign exchange contracts.
31. A licensed person must make reasonable enquiries to ensure that none of its representatives or employees contravenes paragraph 30 above.
32. Without prejudice to paragraph 30 of this Schedule and paragraph 12.2 of the Code, a licensed person who permits its representatives or employees to trade for their own account in leveraged foreign exchange contracts should ensure that contracts undertaken for the account of a representative or employee must be reported to and reviewed on a daily basis by senior management of the licensed person.

## **Advertisements**

33. Without prejudice to paragraph 2.3 of the Code, where a licensed person issues an advertisement in relation to its business, it should ensure that the advertisement contains a risk disclosure statement as prescribed by Schedule 1 to the Code.
34. Any material issued by the licensed person which is intended to promote, or which has the effect of promoting, interest in the business of the licensed person should be deemed to be an advertisement for the purposes of paragraph 33 above.

## **Taping**

35. Without prejudice to paragraph 3.9 of the Code, a licensed person should install at its place of business a centralized tape recording system to record all telephone conversations conducted by it or its representatives with prospective clients, clients and recognized counterparties.
36. All telephone lines used by employees or representatives of the licensed person responsible for making calls, confirming orders, executing contracts, transferring funds, or carrying out instructions



incidental thereto, should be routed through the centralized tape recording system.

37. Tapes from the centralized tape recording system should be kept for at least six months.
38. A licensed person should ensure that access to tapes of the centralized tape recording system, whether in use or in storage, is strictly controlled.
39. A licensed person should-
  - (a) use its best endeavours to ensure that the centralized tape recording system functions properly at all times; and
  - (b) carry out random checks at intervals of not less than once every week to ensure that all applicable laws, rules and regulations have been complied with.

## **Trading practices**

40. A licensed person should-
  - (a) disclose its trading hours to its clients, specifying the beginning and ending hours of a business day; and
  - (b) display at each of its places of business a prominent notice which shows the information specified in paragraph (a).
41. A licensed person should quote both the bid and offer prices at the request of a client.
42. A licensed person should not quote a price for a contract without specifying whether the price is, for a given quantity of contracts, a firm one or merely indicative.
43. A licensed person quoting a price for a contract to any person should inform that person that the price given by it is available only for a limited period of time and, where practicable, specify the time period in question.
44. A licensed person quoting a firm price should trade at that price.

*The revisions to paragraph 37 will take effect on 1 Dec 2012.*



45. All contracts should be recorded in trading slips which are time stamped.

## **Record of client's complaints**

46. Without prejudice to paragraph 12.3 of the Code, a licensed person should-
- (a) maintain a written record of any complaints from clients; and
  - (b) establish and implement proper procedures for handling and investigating such complaints.
47. A licensed person should ensure that client complaints are dealt with promptly and remedial action is taken as soon as possible.
48. A licensed person should inform a client of the results of any complaints made by him as soon as practicable and in any event within 3 business days of determining the results of that complaint.

## **Part II**

### **Specific guidelines**

#### **Client relations**

49. Client orders
- A licensed person should ensure that it has adequately considered the client's investment objectives, investment strategy and financial position when making recommendations to a client.
50. Trading limits of clients
- (a) A licensed person should set limits on the size of the positions which each client may establish in the light of the financial position and investment objectives, and strategy of the client.
  - (b) The limits set under paragraph (a) and any changes thereafter should be notified forthwith to the client in writing.



51. Adequate communication

A licensed person should ensure that there are adequate lines of communication with clients.

52. Confidentiality

A licensed person should maintain confidentiality in respect of information relating to their clients. Except as required by law, a licensed person should not disclose to a third party any information relating to their clients without their explicit permission.

53. Cessation

Where a licensed person decides to withdraw from providing services to its clients, it should notify the clients concerned and the Commission immediately. It should take reasonable steps to protect its clients' outstanding positions.

## **Trading procedures**

54. Quotation

Prices quoted and interest rates applied by a licensed person should be fair and reasonable having regard to all relevant circumstances.

55. Concluding a trade

Oral agreements are considered binding, and subsequent written confirmation is regarded as evidence of the trade and should not override terms agreed orally.

## **Staff Trading and other activities**

56. Trading limits of staff

Where representatives or employees of a licensed person are allowed to trade, the licensed person should apply the same procedures, specified in paragraph 50 of this Schedule, in respect of any trading by its staff as are applied to other persons.



57. Staff trading not to be prejudicial to the interest of clients

A licensed person should maintain and enforce proper and effective procedures to ensure that trading by its representatives and employees for their own account, if permitted under the policy on trading by staff of a licensed person as disclosed in the Client Agreement, are not prejudicial to the interests of clients of the licensed person.

58. Outside business activities

A licensed person should formulate policies on whether its employees and representatives are allowed to engage in outside employment or business activities, and ensure that if such activities are allowed, they do not compromise the position of the employees or representatives concerned, or that of the licensed person or its clients.

## Management control

59. Supervision

A licensed person should take all reasonable steps to ensure that:-

- (a) its representatives and employees are suitably qualified and properly trained to a level commensurate with their responsibilities; and
- (b) its representatives and employees are aware of their responsibility to act professionally at all times.

60. Internal management system

- (a) A licensed person should have an appropriate internal management system which can capture, monitor and control risks in relation to the business and which can reasonably be expected to protect its business from financial loss arising from theft, fraud and other dishonest acts or omissions.
- (b) A licensed person should formulate operating procedures for the business, including contingency plans to cater for disasters and emergencies, in a comprehensive operations



manual and should regularly conduct reviews of such operating procedures based on it.

61. Responsibility for trading activities

A licensed person should clearly set out in writing the policies and practices which trading and support staff should follow. These should include-

- (a) general trading policy including reporting procedures;
- (b) persons authorized to trade;
- (c) instruments and contracts to be dealt in;
- (d) limits on open positions, mismatch positions, recognized counterparties, stop-loss limits;
- (e) confirmation and settlement procedures;
- (f) trading relationships with banks, brokers, clients or other licensed persons; and
- (g) other relevant guidance as considered appropriate.

62. Position limits

A licensed person should establish a comprehensive framework of limits to control the overall foreign exchange exposure of the business. These should include limits on gross and net open positions in individual currencies and on the aggregate of all currencies, both during the day and overnight, with clients and recognized counterparties.



63. Trading and back office monitoring

A licensed person should ensure that-

- (a) senior managerial staff are located in the trading room to ensure the efficient and proper functioning of the trading room;
- (b) access to the trading room is restricted to authorized personnel only;
- (c) all open positions of the licensed person, of all clients and of all recognized counterparties are monitored and revalued continuously;
- (d) daily reports comparing actual positions against internal limits are routinely prepared for, and reviewed by, its management, and that excesses and irregularities are promptly reported to senior management;
- (e) trades are processed promptly; and
- (f) all positions generated by the trading room are regularly reconciled with back office records.

64. Internal audit

Each licensed person should have staff performing internal audit functions, including periodic review of the systems and procedures in place to ensure-

- (a) accuracy and completeness of recording of all trading transactions;
- (b) effective segregation of duties between trading, settlement and accounting staff; and
- (c) effectiveness and accuracy of reporting of excesses, irregularities and potential exposures.



## **Market integrity**

65. Market terminology

A licensed person should ensure that when its representatives communicate with its clients and prospective clients-

- (a) the terminology used is clear and unambiguous; and
- (b) any explanation given is understood by the clients or prospective clients.