



SECURITIES AND FUTURES COMMISSION
證券及期貨事務監察委員會

Rule 22 Dealing Disclosure Online Submission

How to Use Guide

May 2014



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I. Accessing the Rule 22 Dealing Disclosure Online Submission System

1. Click “SFC Online Portal” on the SFC Home Page (<http://www.sfc.hk>).

The screenshot shows the SFC Home Page with the following elements:

- Header: SFC logo, "SECURITIES AND FUTURES COMMISSION" and "證券及期貨事務監察委員會", navigation links for "Eng 繁 簡", "Sitemap", "Lodge a complaint", and "Contact us".
- Search bar: "Enter keywords" with a "GO" button and options for "all contents", "codes & guidelines", and "Advanced search".
- Navigation menu: "About the SFC", "Regulatory functions", "Rule book", "Published resources", "News & announcements", "Career".
- Main content area:
 - Left sidebar: "Asia Pacific Takeovers Regulators Forum" banner, "Latest news" section with three news items dated 17 Mar 2014, 14 Mar 2014, and 14 Mar 2014.
 - Center: "Regulatory update" section with a list of news items, "Consultations & conclusions", "SFC activity data", and "Recent publications" sections.
 - Right sidebar: "SFC Online Portal" link highlighted in a red box, "FRR returns submission", "Short position reporting", "Licensee search", "Investment product list", "Investor corner", and "Alert: Unlicensed entities".
- Footer: "I want to look up" and "Choose a topic" dropdown menu.

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

The screenshot shows the SFC Online Services page with the following elements:

- Header: SFC logo, "SECURITIES AND FUTURES COMMISSION" and "證券及期貨事務監察委員會", "Contact Us | 中文".
- Section: "Online Services".
- Content:
 - "Licensee Services" section: "Online Licensing Application, Notification, Annual Fee & Return", "Electronic Submission of Financial Return", "SFC e-Certificate Application".
 - "Useful Lists" section: "Public Register of Licensees & Registrants", "List of Investment Products".
 - "Other e-Services" section: "S181 Return by Brokers on Trading Information", "Subscription to SFC Update Alert", "Short Position Reporting Service", and "Rule 22 Dealing Disclosure Online Submission" highlighted in a red box.
- Legend: "Learn more about the service", "Login Required", "SFC e- Certificate Required", "Software Installation Required".



3. Online Submission Homepage

Please read all related information before making a submission.

The screenshot shows the 'Rule 22 Dealing Disclosure Online Submission' page. At the top, there is a navigation bar with links for Home, Maintenance schedule, Security Tips, Contact Us, and 中文. The SFC logo and name are on the left. The main heading is 'Rule 22 Dealing Disclosure Online Submission'. Below this is a navigation menu with links for Submission, Forms, Dealing Disclosure, Takeovers Code, and Practice Note 9. To the right of the menu is an 'Important Notice' section. A 'Confirm and Proceed' button is at the bottom of the notice. Three red boxes with arrows point to specific elements: one to the 'Submission' link, one to the 'Forms' link, and one to the 'Important Notice' section.

Click here to access the submission page.

Click here to download the prescribed disclosure forms.

Click any one to read more information related to Rule 22 Dealing Disclosure.

Important Notice

You must fill in the form(s) accurately and truthfully.

When you make a submission through this Rule 22 Dealing Disclosure Online Submission system you are confirming that:

1. the information submitted is true, accurate and complete to the best of your knowledge;
2. you are authorised to make the submission on behalf of the party required to make the disclosure;
3. you understand that you and/or the party required to make the disclosure may be subject to disciplinary action if the information submitted is false or misleading.

WARNING: Persons submitting information to the Securities and Futures Commission ("Commission") as required by Rule 22 of the Codes on Takeovers and Mergers and Share Buy-Backs are warned that the provision of any information to the Commission which is false or misleading in a material particular and the provision to the Commission of any record or document which is false or misleading in a material particular each constitute an offence under either sections 384(1) and/or 384(3) of the Securities and Futures Ordinance (Cap. 571).

Confirm and Proceed

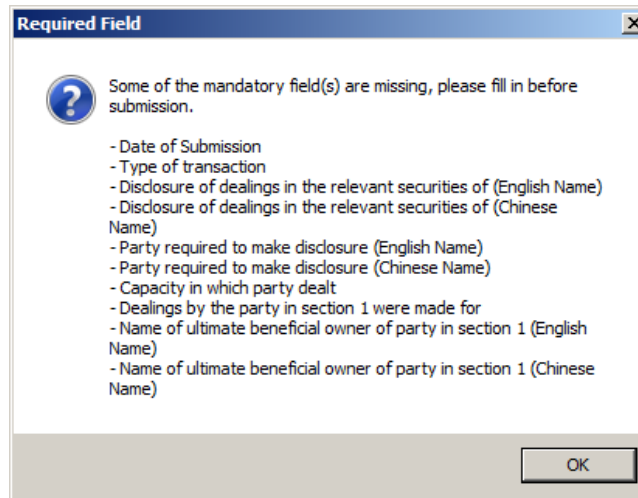
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II. Filling in the Disclosure Forms - Public or Private Disclosure

1. You can access the forms by clicking “Forms” on the left navigation bar on Online Submission Homepage or from the Forms webpage (<http://www.sfc.hk/web/EN/forms/listings-and-takeovers/>)
2. Choose the appropriate public or private disclosure form.
3. Open the form. Enable Macro setting to support data validation (Options > Enable this content > OK).

4. Fill in all mandatory fields (fields with *) in Worksheet “Main”. Where no Chinese name is available, please repeat the English Name in the relevant box. Complete the remainder of the form (including filling in Tables 1 to 4) as appropriate.
5. An error message(s) will be shown if invalid data or format is entered or a field is omitted.



6. Save the form when all required fields are completed.



III. Making Your Submission

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

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SFC

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Rule 22 Dealing Disclosure Online Submission

Submission

Forms

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Practice Note 9

Important Notice

You must fill in the form(s) accurately and truthfully.

When you make a submission through this Rule 22 Dealing Disclosure Online Submission system you are confirming that

1. the information submitted is true, accurate and complete to the best of your knowledge;
2. you are authorised to make the submission on behalf of the party required to make the disclosure;
3. you understand that you and/or the party required to make the disclosure may be subject to disciplinary action if the information submitted is false or misleading.

WARNING: Persons submitting information to the Securities and Futures Commission ("Commission") as required by Rule 22 of the Codes on Takeovers and Mergers and Share Buy-Backs are warned that the provision of any information to the Commission which is false or misleading in a material particular and the provision to the Commission of any record or document which is false or misleading in a material particular each constitute an offence under either sections 384(1) and/or 384(3) of the Securities and Futures Ordinance (Cap. 571).

Confirm and Proceed

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2. Fill in all mandatory fields on the Online Submission Page.

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Rule 22 Dealing Disclosure Online Submission

Submission

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Takeovers Code

Practice Note 9

Contact Information

Contact Person *: Chan Tai Man

Title *: Fund Manager

Company *: HK Fund Ltd

Contact No. *: 12345678


Email Address *: chan@fund.hk

Confirm Email Address *: chan@fund.hk

Disclosure Type *: Public Private

Submission Remarks: (E.g. second contact person details, other currency denomination, etc.)

Attachment *: C:\Users\lykyl\Desktop\Rule22_FillableForm_Put Browse...

Security Code *: dgxuucc  Refresh


Declaration

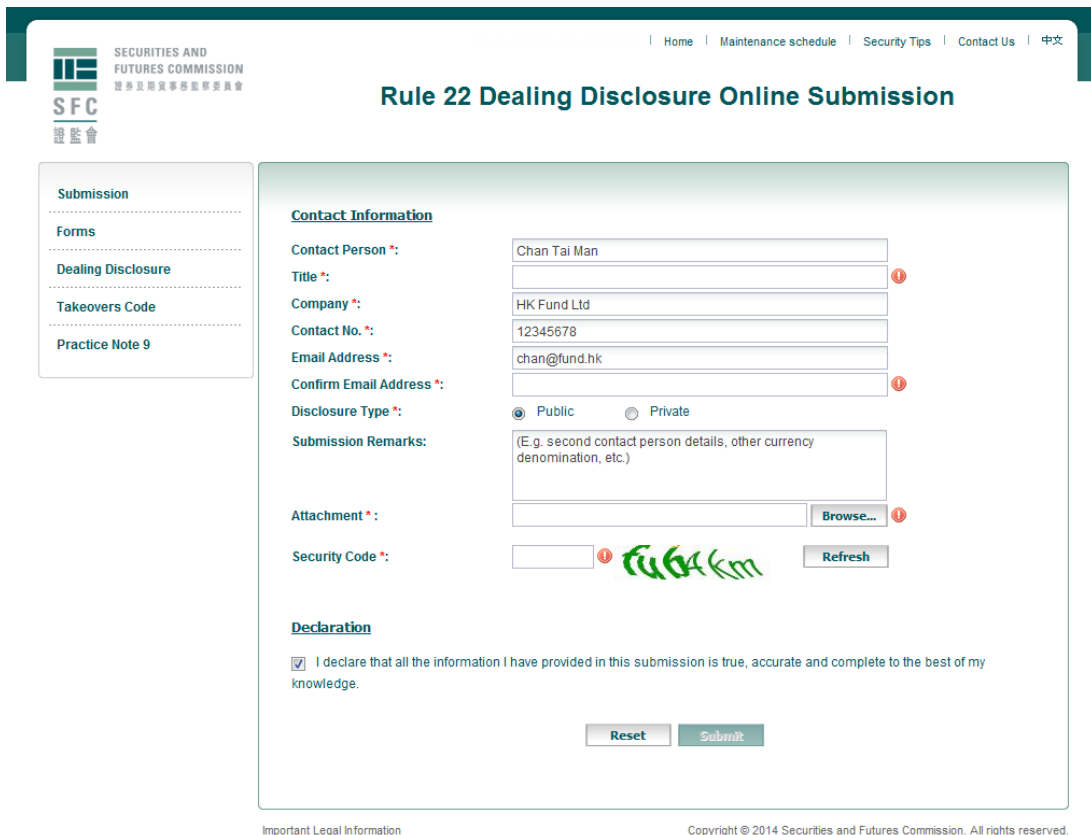
I declare that all the information I have provided in this submission is true, accurate and complete to the best of my knowledge.

Reset Submit

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3. Indicate whether your submission is a public disclosure or private disclosure by choosing the appropriate button.
4. Attach the Disclosure Form to be submitted. Only Excel files with extension **.xlsm**, **.xlsx**. and **.xls** with file size **less than 5 MB** are allowed.
5. Enter the security code shown.
6. If the online submission form is not completed properly,  will be shown next to the affected field(s). In the example below, the title of the contact person, confirmation of email address, the attachment and security code are all missing.



The screenshot shows the 'Rule 22 Dealing Disclosure Online Submission' form. The form is divided into several sections:

- Contact Information:** Fields for Contact Person (*), Title (*), Company (*), Contact No. (*), Email Address (*), and Confirm Email Address (*). The 'Disclosure Type' is set to Public.
- Submission Remarks:** A text area for providing additional details.
- Attachment (*):** A file upload field with a 'Browse...' button.
- Security Code (*):** A field for entering a security code, with a 'Refresh' button.
- Declaration:** A checkbox for declaring the information is true, accurate, and complete.

Red error icons are visible next to the Title, Confirm Email Address, Attachment, and Security Code fields, indicating they are missing or invalid. The SFC logo and navigation links are visible at the top of the page.

7. Enter any clarification or supplemental information that you wish to inform the Executive (e.g. second contact person details, currency denomination of the trades conducted, etc.) in the Submission Remarks box. This field is optional.
8. Tick the checkbox after reading the Declaration and then click "Submit". Alternatively you may reset the whole form and empty all fields by clicking the "Reset" button.
9. If an error(s) is detected during the submission process, a corresponding message(s) will be shown in **RED** on the top of the page or in a separate pop-up window. In the example below, the type of disclosure form submitted does not match the disclosure type indicated.



Rule 22 Dealing Disclosure Online Submission


Submission

Forms

- Dealing Disclosure
- Takeovers Code
- Practice Note 9

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

Contact Information

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

Declaration

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

Reset **Submit**



IV. Submission Acknowledgement

1. Upon successful submission, a submission acknowledgement will be displayed. An acknowledgement email will also be sent to the contact email address provided during the submission.

The screenshot shows the SFC website interface for the Rule 22 Dealing Disclosure Online Submission. The page title is "Rule 22 Dealing Disclosure Online Submission". The main content area displays an "Acknowledgement of Successful Rule 22 Dealing Disclosure Online Submission" with a thank you message and a "Submission Summary" table. The summary table lists the following details:

Submission Reference :	20140527.1731.00307
Submission File Name :	Rule22_FillableForm_Public_Eng.xlsm
Submission Check Digits of Upload Page :	a8519f5a590a1afd15988f30e6b46681
Submission Check Digits of Excel File :	a0c6531a5973b0aec0ed1b128a358bc0
Date/Time of Submission :	27-May-2014 5:34:06 PM

Below the table are two buttons: "Print" and "Save".

At the bottom of the page, there is a footer with "Important Legal Information" on the left and "Copyright © 2014 Securities and Futures Commission. All rights reserved." on the right.



Acknowledgement of Successful Rule 22 Dealing Disclosure Online Submission

e-workflow@sfc.hk [e-workflow@sfc.hk]

Sent: Tuesday, March 18, 2014 10:51 AM

To: chan@fund.hk

Thank you for submitting your dealing disclosure.

Submission Summary

Submission Reference:	20140318.1051.00085
Submission File Name:	Rule22_FillableForm_Public_Eng_UserGuideSample.xlsm
Submission Check Digits of Upload Page:	781836acedfba33002d7fa9c4176acb4
Submission Check Digits of Excel File:	850fe787c967bee6613a5dca0443bd2c

Date/time of Submission:	18-March-2014 10:53:40 AM
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Corporate Finance Division
SECURITIES AND FUTURES COMMISSION

多謝您遞交您的交易披露表格。

遞交概要

遞交編號:	20140318.1051.00085
遞交檔案名稱:	Rule22_FillableForm_Public_Eng_UserGuideSample.xlsm
遞交網頁的檢查號碼:	781836acedfba33002d7fa9c4176acb4
遞交Excel檔案的檢查號碼:	850fe787c967bee6613a5dca0443bd2c

遞交日期/時間:	18-March-2014 10:53:40 AM
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