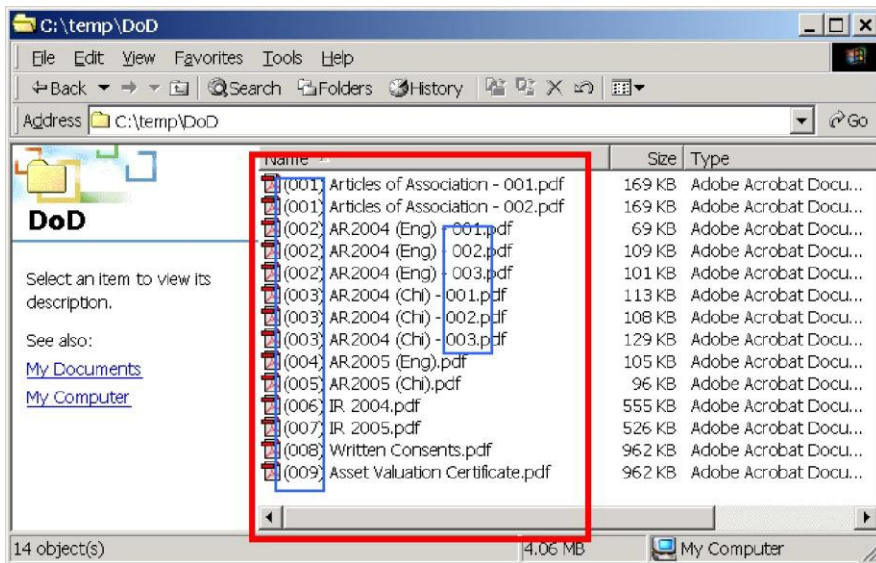# DoD Submission Form – How to use

1. Prepare the documents on display in PDF file format, and limit the file size to 10MB each. If the documents are available only in hardcopy, then scanning and conversion to PDF format will be required. Before you do image scanning, it is highly recommended that you set the output type to "black and white" and resolution within "200 dpi".

2. For a document that consists of a large number of pages, it is advised that the same document should be split into several files, so that each PDF file should not be more than 10MB in size.

3. For a document that is available both in the Chinese and English versions, they should be treated as two separate documents. The document title should have indication of the language, e.g. Files named "(002) AR2004 (Eng).pdf" and "(003) AR2004 (Chi).pdf" may be used to refer to documents titled "(002) Annual Report 2004 (English)" and "(003) Annual Report 2004 (Chinese)" respectively.

4. Rename the files, or name the file during preparation so that the file names of all split documents should bear the same prefix (the first 6 characters of the file name). As the documents will be listed on the web in the order of their file names, numbering might be used to override such default sequences. If there are more than 10, 100, 1000, etc documents, padding should be used so that leading zeros will help document sorting, e.g. "(001)" should be used instead of "(01)" as the prefix if there are more than a hundred documents. **All renamed file names must not be more than 100 characters long.**

5. After you have completed the above renaming process and arranged the files by name, you should have prepared the PDF files with numbered file names placed in a single folder that are ordered in the same way you would expect on the web like this:

6. Open the DoD Submission Form with Microsoft Excel (32-bit version). Choose [Enable Macros] if an alert dialog box is popped up, and follow the instructions in the dialog box if necessary.

7. Select the "Example Only" worksheet. Study the sample form and be prepared to fill in the actual input form.

8. Select the "Input Form" worksheet and fill in all appropriate data as illustrated in the sample form.

9. "Stock Code" field must be in 5 digits, or leading zeros will be added automatically.

10. "Document Date" field must be in "dd/mm/yyyy" form, e.g. 20/01/2020, otherwise, the system will try to change your input into this format or the field must be inputted again.

11. If all the basic information is filled out, the next step is to load the PDF files (prepared in steps 3 and 4 above) into the form.

12. Click the [Extract] button, locate the folder (e.g. c:\temp\dod) where the PDF files are placed using the "Browse for Folder" dialog box like this:
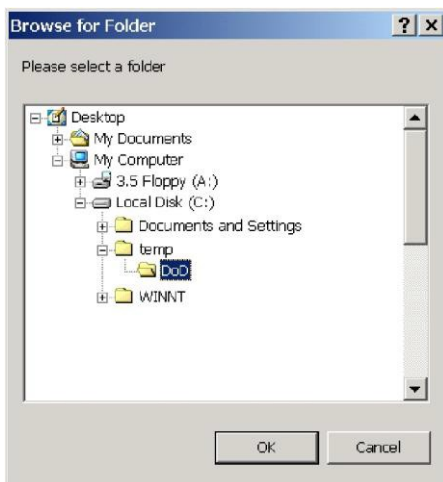
13. Then the List of Documents on Display will be automatically filled out and sorted according to the numbering of the file names like this:

List of Documents on Display				
Document Description		Partition	File Name	File Size
English	Chinese	File must be in Portable Document Format (PDF)		<= 10 MB
(001) Articles of Association - 001		1	(001) Articles of Association - 001.pdf	0.16 MB
		2	(001) Articles of Association - 002.pdf	0.16 MB
(002) AR2004 (Eng) - 001		1	(002) AR2004 (Eng) - 001.pdf	0.07 MB
		2	(002) AR2004 (Eng) - 002.pdf	0.11 MB
		3	(002) AR2004 (Eng) - 003.pdf	0.10 MB
(003) AR2004 (Chi) - 001		1	(003) AR2004 (Chi) - 001.pdf	0.11 MB
		2	(003) AR2004 (Chi) - 002.pdf	0.11 MB
		3	(003) AR2004 (Chi) - 003.pdf	0.13 MB
End of File				

14. If there are files larger than 10MB, each of them should be split into several smaller files in the same folder. After doing this, repeat from step 11 above.

Partition	File Name	File Size
File must be in Portable Document Format (PDF)		<= 10 MB
All	(001) Articles of Association.pdf	**12.00 MB**
1	(002) AR2004 (Eng) - 001.pdf	0.07 MB
2	(002) AR2004 (Eng) - 002.pdf	0.11 MB

Partition	File Name	File Size
File must be in Portable Document Format (PDF)		<= 10 MB
1	(001) Articles of Association - 001.pdf	6.00 MB
2	(001) Articles of Association - 002.pdf	6.00 MB
1	(002) AR2004 (Eng) - 001.pdf	0.07 MB
2	(002) AR2004 (Eng) - 002.pdf	0.11 MB

15. If all the files are now within the 10MB file size limit and the order that they are placed on the list is just the same way you want them displayed on the web, you may then fill out the English and Chinese descriptions for each document.

To facilitate filling out the document description, the "English Description" field is defaulted with the file name, and you can modify it to give a better description. For documents with several partitions, you only need to fill out the description in the first row.

List of Documents on Display

Document Description		Partition	File Name
English	Chinese		File must be in Portable Document Format (PDF)
(001) Articles of Association - 001		1	(001) Articles of Association - 001.pdf
		2	(001) Articles of Association - 002.pdf
(002) AR2004 (Eng) - 001		1	(002) AR2004 (Eng) - 001.pdf
		2	(002) AR2004 (Eng) - 002.pdf

List of Documents on Display

Document Description		Partition	File Name
English	Chinese		File must be in Portable Document Format (PDF)
(001) Articles of Association		1	(001) Articles of Association - 001.pdf
		2	(001) Articles of Association - 002.pdf
(002) Annual Report 2004 (English)		1	(002) AR2004 (Eng) - 001.pdf
		2	(002) AR2004 (Eng) - 002.pdf

List of Documents on Display

Document Description		Partition	File Name
English	Chinese		File must be in Portable Document Format (PDF)
(001) Articles of Association	(001) 公司章程	1	(001) Articles of Association - 001.pdf
		2	(001) Articles of Association - 002.pdf
(002) Annual Report 2004 (English)	(002) 2004年公司年報　(英文)	1	(002) AR2004 (Eng) - 001.pdf
		2	(002) AR2004 (Eng) - 002.pdf

16. Print out the completed form and signed on the section "Authorized Signature of the provider of the DoD".

Authorised Signature of the provider of the DoD **Note: This should be signed by the provider of the DoD or the financial or legal adviser of the issuer of the documents. The signer also confirms this printed form is generated from the soft copy being submitted.		
	- Name	Mr. Chan Siu Man
	- Position	Vice President

Scan and save the signed DoD Submission Form in PDF format.

17. Click on the unique hyperlink to WINGS, the SFC's portal, contained in the notification email sent by the Takeovers Executive. Follow the instructions on the interface page to upload and submit (i) DoD files; (ii) DoD Submission Form (in Excel format); (iii) duly signed copy of the DoD Submission Form (in PDF format); and (iv) the requisite DoD confirmation.

18. An acknowledgement with a submission reference number will be shown on screen when online submission is completed.

Advanced Options

19. If you wish to replace just one particular document (with or without partitions) instead of re-doing the whole extraction as mentioned in step 11 above, position your cursor on that document description, right-click once, then select "Re-extract files for this DoD document" and follow the instructions to proceed.

If you have any query about the technical aspect of the form, please contact 2207 9333.