G.N. 7266

SECURITIES AND FUTURES ORDINANCE (Chapter 571) (THE "ORDINANCE")

NOTICE SPECIFYING FORMS TO BE SUBMITTED UNDER PART IIIAA OF THE ORDINANCE AND THE SECURITIES AND FUTURES (APPROVED SECURITIES REGISTRARS) RULES (Chapter 571AT) (THE "RULES")

Pursuant to section 402 of the Ordinance, the Securities and Futures Commission (the "Commission") hereby specifies the following forms (English only) which shall be used for the purposes of submitting applications for approval, notifications and periodic returns under Part IIIAA of the Ordinance and the Rules:—

(a) The following electronic forms published on the Commission's website and accessible through WINGS (http://wings.sfc.hk), which shall be used unless WINGS is not in service:—
  (i) Questionnaire 1—Business operations and control procedures, which shall be appended to Form 1;
  (ii) Form 2—Notification of Change by an Approved Securities Registrar;
  (iii) Form 3—Post-approval Application by an Approved Securities Registrar;
  (iv) Form 4—Notification/Reporting of Matters by an Approved Securities Registrar to the Commission;
  (v) Form 5—Periodic Returns by an Approved Securities Registrar;
  (vi) Form 6—Audited Financial Statements; and
  (vii) Form 7—Notification of Change of Securities Registrar; and

(b) The following paper forms appended to this Notice, which shall be used only when WINGS is not in service:—
  (i) Questionnaire 1—Business operations and control procedures, which shall be appended to Form 1;
  (ii) Form 2—Notification of Change by an Approved Securities Registrar;
  (iii) Form 3—Post-approval Application by an Approved Securities Registrar;
  (iv) Form 4—Notification/Reporting of Matters by an Approved Securities Registrar to the Commission;
  (v) Form 5—Periodic Returns by an Approved Securities Registrar;
  (vi) Form 6—Audited Financial Statements; and
  (vii) Form 7—Notification of Change of Securities Registrar.

13 November 2026

Rico LEUNG
Executive Director, Supervision of Markets
Securities and Futures Commission

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

Business operations and control procedures

To be submitted under section 2.2.4 of Part 2 of *Form 1 – Application for approval to provide securities registrar services*

Questionnaire 1

Interpretation

In this questionnaire, unless the context requires otherwise, the following terms bear the following meanings:

securities holder	as defined in section 2 of the ASR Rules
senior management	as defined in section 1.1 of the Code of Conduct for Approved Securities Registrars
service facilities	as defined in section 2 of the ASR Rules
third-party assets	any assets – (a) received by or on behalf of the registrar that is so received from or on behalf of an issuer-client or securities holder of the registrar; or (b) held by or on behalf of the registrar that is so held on behalf of an issuer-client or securities holder of the registrar

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Part 1 – Corporate Governance

		Yes	No	N/A
1.1	**Do you have any written policies and control procedures to ensure that your board of directors**			
	(a) establishes a management structure which includes the roles, responsibilities, accountability and reporting lines of your senior management;	☐	☐	☐
	(b) oversees the appointment of your senior management;	☐	☐	☐
	(c) establishes systems and controls to supervise your senior management and supervisory staff members who act under the delegated authority of your board of directors;	☐	☐	☐
	(d) establishes systems and controls to monitor and regularly evaluate the performance of your senior management in their respective areas of responsibility; and	☐	☐	☐
	(e) establishes policies to ensure that your senior management have access to regular training to maintain and enhance their competencies and to keep themselves updated on industry and regulatory developments relevant to their respective areas of responsibility?	☐	☐	☐

1.2 How often will your board of directors evaluate the performance of your senior management in their respective areas of responsibility?

1.3	**Do you have any written policies and control procedures to ensure that your senior management**			
	(a) have a sound understanding of your business activities and their associated risks;	☐	☐	☐
	(b) oversee the development and implementation of risk management policies and control procedures to ensure that your risks can be identified, monitored and controlled and that financial and management information is reliable, timely and complete;	☐	☐	☐

		Yes	No	N/A
(c)	establish policies to ensure that your risk management, compliance, operational control and review functions are properly positioned, staffed and resourced and carry out their responsibilities independently, objectively and effectively; and	☐	☐	☐
(d)	review and update regularly your risk management measures to ensure that they remain adequate and consistent with your operating environment, and are able to support business expansion?	☐	☐	☐

1.4 Do you have any written policies and control procedures on the following functions? ☐ ☐ ☐

If yes, please indicate how often such policies and control procedures will be reviewed and updated by your senior management.

(a) key business lines comprising one or more types of securities registrar services ☐ ☐ ☐

frequency of review:

(b) operational control and review ☐ ☐ ☐

frequency of review:

(c) risk management ☐ ☐ ☐

frequency of review:

(d) finance and accounting ☐ ☐ ☐

frequency of review:

(e) information technology ☐ ☐ ☐

frequency of review:

		Yes	No	N/A
	(f) compliance frequency of review:	☐	☐	☐
1.5	**Do you have any written policies and control procedures to ensure that your senior management provide regular, adequate and comprehensive information to your board of directors in relation to the following matters?** If yes, please indicate how often such matters will be reported to your board of directors.	☐	☐	☐
	(a) implementation of, and adherence to business objectives, strategies and plans frequency of reporting:	☐	☐	☐
	(b) business performance frequency of reporting:	☐	☐	☐
	(c) risks associated with business operations and financial position frequency of reporting:	☐	☐	☐
	(d) internal control deficiencies identified frequency of reporting:	☐	☐	☐
	(e) compliance issues with laws, rules, regulations, codes and internal policies and control procedures frequency of reporting:	☐	☐	☐
1.6	**Do you have any written policies and control procedures to ensure that**			

	Yes	No	N/A
(a) a management structure with: (i) clearly defined reporting lines of staff members; and (ii) supervisory and reporting responsibilities appropriately assigned, is implemented;	☐	☐	☐
(b) authorisations and approvals, and the authority of key positions are clearly defined and communicated to and followed by staff members;	☐	☐	☐
(c) only persons, who are fit and proper to perform the duties for which they are employed, are employed and that such persons are duly registered with all applicable regulatory bodies as required;	☐	☐	☐
(d) management and supervisory functions are performed by qualified and experienced individuals; and	☐	☐	☐
(e) adequate training suitable for the specific duties which staff members perform is provided both initially and on an ongoing basis?	☐	☐	☐

1.7 How often will your senior management evaluate the performance of your staff members performing management and supervisory functions?

1.8 Where the answer to any question above is "No", please describe in detail in the space provided below any alternative or compensating controls which can meet the same objective as the controls mentioned in the question.

1.9 Where the answer to any question above is "N/A", please explain in the space provided below why the question is not applicable.

1.10 Supplementary information (If you wish to provide any additional or supplementary information regarding the matters under this Part 1, please do so here.)

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Part 2 – Risk Management

		Yes	No	N/A
2.1	**Do your risk management policies and control procedures cover**			
	(a) the appointment of a risk manager who has the appropriate qualifications to oversee and monitor your risk exposures and systems;	☐	☐	☐
	(b) the presence of clear reporting lines for the risk manager; and	☐	☐	☐
	(c) the way that risks are measured and monitored?	☐	☐	☐
2.2	**Do you have any written policies and control procedures to ensure that your risk management policies will be**			
	(a) monitored by a risk management function which consists of a sufficient number of suitably qualified and experienced professionals; and	☐	☐	☐
	(b) subject to comprehensive reviews at suitable intervals, and wherever there is significant change in the business, operations or key personnel, to ensure that your risk of suffering losses, whether financial or otherwise, as a result of fraud, errors and omissions, interruptions or other operational or control failures are maintained at acceptable and appropriate levels?	☐	☐	☐
2.3	**Who will be responsible for reviewing your risk management policies and control procedures? (Please specify title and name if available.)**			
2.4	**Do you have any written policies and control procedures to ensure that your staff members performing risk management function are: (i) independent of the staff members performing key business lines comprising one or more types of securities registrar services; and (ii) reporting directly to senior management?**	☐	☐	☐
2.5	**Where the answer to any question above is "No", please describe in detail in the space provided below any alternative or**			

compensating controls which can meet the same objective as the controls mentioned in the question.

2.6 Where the answer to any question above is "N/A", please explain in the space provided below why the question is not applicable.

2.7 Supplementary information (If you wish to provide any additional or supplementary information regarding the matters under this Part 2, please do so here.)

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Part 3 – Operational Control and Review

Operational control

		Yes	No	N/A
3.1	**Do you have any written policies and control procedures to ensure that your operations are regularly reviewed so that your risk of losses resulting from fraud, errors and omissions, and the following operational and compliance matters are adequately managed?**			
	(a) physical and functional segregation of incompatible duties	☐	☐	☐
	(b) maintenance and timely production of proper and adequate accounting and other records, and ability to detect fraud, errors and omissions, and other non-compliance with external and internal requirements	☐	☐	☐
	(c) security and reliability of accounting and other information (eg, exception reports which should accurately highlight unusual activities and facilitate the detection of fraud, errors and significant trends)	☐	☐	☐
	(d) maintenance of effective record retention policies which enable you, your auditors and the Commission to carry out routine and ad hoc comprehensive reviews or investigations	☐	☐	☐
3.2	**Do you have any written policies and procedures to ensure that**			
	(a) management of information, both in physical and electronically stored form, is assigned to qualified and experienced staff member(s);	☐	☐	☐
	(b) your operating and information management systems meet your needs and operate in a secure and adequately controlled environment;	☐	☐	☐
	(c) information management reporting requirements are clearly defined to ensure the adequacy and timeliness of production of required internal and external reports including those required by relevant regulatory and self-regulatory bodies;	☐	☐	☐

		Yes	No	N/A
(d)	key components of the information management system design and implementation programme are adequately documented and regularly reviewed for effectiveness; and	☐	☐	☐
(e)	appropriate and effective information management systems and data security policies and procedures are implemented to prevent and detect the occurrence of errors, omissions or unauthorised insertion, alteration or deletion of, or intrusion into, your data processing system (electronic or otherwise) and data?	☐	☐	☐

3.3 Do you have a business continuity plan which includes the following areas to ensure that you are protected from the risk of interruption to your business continuity?

(a)	business impact study	☐	☐	☐
(b)	identification of likely scenarios involving interruptions	☐	☐	☐
(c)	documentation and regular testing of your disaster recovery plan	☐	☐	☐

3.4 In respect of tasks outsourced as set out in section 2.6 of Part 2 of Form 1 – Application for approval to provide securities registrar services, do you have written policies and control procedures as required under section 5.2 of the Code of Conduct for Approved Securities Registrars? ☐ ☐ ☐

Internal review

3.5 Do you have any written policies and control procedures to ensure that your staff members performing the internal review function are: (i) independent of the staff members performing key business lines comprising one or more types of securities registrar services; and (ii) reporting directly to an independent and high level of authority? ☐ ☐ ☐

3.6 Do you have any written policies and control procedures to ensure that

		Yes	No	N/A
(a)	there is adequate planning, control and recording of all review work performed;	☐	☐	☐
(b)	findings, conclusions and recommendations are timely reported to your senior management;	☐	☐	☐
(c)	matters or risks highlighted in the relevant reports are followed up and resolved satisfactorily;	☐	☐	☐
(d)	all review findings that are not resolved within established time frames are reported to your senior management; and	☐	☐	☐
(e)	periodic risk assessment is performed, and various levels of risk are ascribed to an appropriate review cycle?	☐	☐	☐

3.7 How often will you review your business contingency arrangement?

3.8 Who will be responsible for managing your operational risks? (Please specify title and name if available.)

3.9 Where the answer to any question above is "No", please describe in detail in the space provided below any alternative or compensating controls which can meet the same objective as the controls mentioned in the question.

3.10 Where the answer to any question above is "N/A", please explain in the space provided below why the question is not applicable.

3.11 Supplementary information (If you wish to provide any additional or supplementary information regarding the matters under this Part 3, please do so here.)

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Part 4 – Onboarding Issuer-clients and Users of Service Facilities

			Yes	No	N/A
4.1	**Do you have any written policies and control procedures to ensure that**				
	(a)	appropriate identity checks are conducted when onboarding persons as users of your service facilities, and all relevant information and supporting documents are recorded and retained for future reference;	☐	☐	☐
	(b)	users of your service facilities are provided with adequate information about you and the service facilities to be provided to them, together with other relevant documents (eg, relevant risk disclosure statements) and the nature and scope of fees, penalties and other charges you may levy;	☐	☐	☐
	(c)	users of your service facilities are provided with adequate information regarding their rights;	☐	☐	☐
	(d)	execution of applicable user agreements is procured as required under relevant law, rules, regulations and codes; and	☐	☐	☐
	(e)	applications to use your service facilities and amendments to existing user agreements, along with related supporting documentation, are reviewed and approved by designated staff members?	☐	☐	☐
4.2	**If you onboard users of your service facilities online, do you have the following procedures to verify their identities?**				
	(a)	obtaining a user agreement which is signed by the user by way of an electronic signature together with a copy of the user's identity document (eg, an identity card or relevant sections of the user's passport)	☐	☐	☐
	(b)	maintaining proper records of the onboarding process for each user of your service facilities which are readily accessible for compliance checking and audit purposes	☐	☐	☐
4.3	**Do you have any written policies and control procedures regarding the operation of your service facilities by a third-party**				

		Yes	No	N/A
	on behalf of a person who has been onboarded as a user of those facilities, including			
(a)	obtaining sufficient evidence that the third-party has been duly appointed by the user;	☐	☐	☐
(b)	obtaining evidence of proof of the relationship between the user and the third-party in case of doubt;	☐	☐	☐
(c)	clarifying the circumstances in which senior management approval may be needed before a third-party's appointment and operation of the service facilities may be accepted;	☐	☐	☐
(d)	ensuring that the factors taken into account in accepting the third-party's appointment are properly documented; and	☐	☐	☐
(e)	ensuring that the operation of service facilities by the third-party is reasonably monitored for irregularities?	☐	☐	☐

4.4 Do you have any written policies and control procedures to ensure that

(a)	you will enter into a written agreement which contains the minimum content as set out under section 7.1 of the Code of Conduct for Approved Securities Registrars with your issuer-clients before services are provided;	☐	☐	☐
(b)	you will enter into a written agreement which contains the minimum content as set out under section 7.2 of the Code of Conduct for Approved Securities Registrars with users of your service facilities before making the facilities available to them; and	☐	☐	☐
(c)	no holdmail instructions from registered holders will be accepted or acted upon?	☐	☐	☐

4.5 Who will be responsible for overseeing your user onboarding function? (Please specify title and name if available.)

4.6 Where the answer to any question above is "No", please describe in detail in the space provided below any alternative or compensating controls which can meet the same objective as the controls mentioned in the question.

4.7 Where the answer to any question above is "N/A", please explain in the space provided below why the question is not applicable.

4.8 Supplementary information (If you wish to provide any additional or supplementary information regarding the matters under this Part 4, please do so here.)

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Part 5 – Managing Conflicts of Interest

		Yes	No	N/A
5.1	**Do you have any written Chinese Walls policies, including wall crossing procedures, to**			
	(a) ensure appropriate separation of relevant staff / functions (eg, between counter services staff and back-office staff who handle matters relating to the updating of registers of securities holders); and	☐	☐	☐
	(b) prevent the misuse or misappropriation of price-sensitive or otherwise confidential information relating to any investor or securities holder (eg, ensure information relating to any corporate action intended by an issuer-client is only available to staff members assisting in the handling of the action and is not available to other staff members, except on a need-to-know basis)?	☐	☐	☐
5.2	**Do you have any written policies and control procedures to ensure that**			
	(a) the potential for the existence of conflicts of interest between you or your staff members and issuer-clients is minimised, and further, in circumstances where actual or apparent conflicts of interest cannot reasonably be avoided, that clients are fully informed of the nature and possible ramifications of such conflicts and are in all cases treated fairly; and	☐	☐	☐
	(b) other conflicts of interest issues (such as employee dealing) are properly addressed?	☐	☐	☐

5.3 Who will be responsible for monitoring and reviewing the policies and control procedures over conflicts of interest? (Please specify title and name if available.)

5.4 Where the answer to any question above is "No", please describe in detail in the space provided below any alternative or

compensating controls which can meet the same objective as the controls mentioned in the question.

5.5 Where the answer to any question above is "N/A", please explain in the space provided below why the question is not applicable.

5.6 Supplementary information (If you wish to provide any additional or supplementary information regarding the matters under this Part 5, please do so here.)

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Part 6 – Safeguarding of Third-Party Assets

		Yes	No	N/A
6.1	**Do you have any written policies and control procedures to ensure proper handling or movement of third-party assets retained or kept on behalf of an issuer-client, including in respect of the following areas?**			
	(a) handling of documentation (such as blank title instruments or cheques), securities, seals and impressions and information relating to issuer-clients and securities holders	☐	☐	☐
	(b) clear identification of staff members and representatives of issuer-clients with authority to make additions, deletions or changes or otherwise part with possession of third-party assets, and the parameters of such authority	☐	☐	☐
	(c) use of standardised and sequentially numbered documents or other appropriate methods to acknowledge and account for asset movements	☐	☐	☐
	(d) secure storage of your assets and third-party assets, as well as other important documents and controlled forms (eg, cheque books, title instruments, etc) which are kept at your premises	☐	☐	☐
	(e) prompt depositing of cheques, cashier orders and other negotiable instruments and securities into appropriate account(s)	☐	☐	☐
	(f) payments or refunds in relation to dividends, public offer applications, rights issues or other corporate actions, and whether payable to an issuer-client or securities holder	☐	☐	☐
6.2	**Do you have any written policies and control procedures to ensure that all payments and refunds to issuer-clients or securities holders are appropriately processed by**			
	(a) obtaining proper instruction from the relevant issuer-clients or securities holders;	☐	☐	☐
	(b) verifying the authority of the person sending the instruction (eg, by verifying the signature on the instruction or adopting appropriate authentication methodologies);	☐	☐	☐
	(c) obtaining management approval; and	☐	☐	☐

		Yes	No	N/A
	(d) ensuring payment is only made in accordance with the relevant instruction?	☐	☐	☐
6.3	**Do you have any written policies and control procedures to**			
	(a) ensure that cash or third-party cheques for making payments to issuer-clients or securities holders are (i) authorised in writing; and (ii) approved by a designated senior staff member; and	☐	☐	☐
	(b) identify third-party cheques deposited by issuer-clients or securities holders?	☐	☐	☐
6.4	**Do you have any written policies and control procedures to ensure that**			
	(a) any registers of holders of securities that you are responsible for maintaining are properly maintained and updated in a timely and accurate manner;	☐	☐	☐
	(b) any statements, confirmations or other documents sent or made available to a securities holder regarding their securities balances or transactions (including any information made available via any electronic/online facility) are prepared on the basis of, and consistent with, entries made in the relevant register of holders of securities; and	☐	☐	☐
	(c) any statements, confirmations or other documents sent or made available to an issuer-client regarding: (i) any securities issued by them; or (ii) any registered or prospective holder of such securities, are prepared on the basis of, and consistent with, entries made in the register of holders of those securities?	☐	☐	☐
6.5	**Do you have any written policies and control procedures to ensure that**			
	(a) bank reconciliation is performed regularly;	☐	☐	☐
	(b) discrepancies identified in a bank reconciliation are promptly followed up;	☐	☐	☐
	(c) securities reconciliation is performed regularly; and	☐	☐	☐

	Yes	No	N/A
(d) discrepancies identified in a securities reconciliation are promptly followed up?	☐	☐	☐

6.6 How often will you conduct bank reconciliation for segregated accounts?

6.7 How often will you conduct bank reconciliation for other bank accounts?

6.8 How promptly will you follow up on discrepancies identified in bank reconciliations?

6.9 How often will you conduct securities reconciliations?

6.10 How promptly will you follow up on discrepancies identified in securities reconciliations?

6.11 Do you have any written policies and control procedures

(a) with respect to access to internet and facsimile transmission, where such devices or channel are used to transmit important information; and	☐	☐	☐
(b) regarding confidentiality of passwords (eg, passwords are changed regularly, and relevant passwords are disabled upon a staff member leaving you)?	☐	☐	☐

6.12 Who will be responsible for overseeing the third-party assets handling function? (Please specify title and name if available.)

6.13 Where the answer to any question above is "No", please describe in detail in the space provided below any alternative or compensating controls which can meet the same objective as the controls mentioned in the question.

6.14 Where the answer to any question above is "N/A", please explain in the space provided below why the question is not applicable.

6.15 Supplementary information (If you wish to provide any additional or supplementary information regarding the matters under this Part 6, please do so here.)

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Part 7 – Compliance

Compliance function

		Yes	No	N/A
7.1	**Do you have a compliance function which**			
(a)	is independent of all operational and business functions;	☐	☐	☐
(b)	reports directly to your senior management;	☐	☐	☐
(c)	covers all relevant aspects of your operations; and	☐	☐	☐
(d)	has unfettered access to necessary records and documentation?	☐	☐	☐
7.2	**Do you have compliance policies and control procedures to ensure that**			
(a)	all applicable legal and regulatory requirements are covered, including	☐	☐	☐
	(i) financial, systems and other resources requirements;			
	(ii) record keeping requirements;			
	(iii) audit, reporting and notification requirements;			
	(iv) business practices (eg, code of conduct) requirements; and			
	(v) prevention of bribery requirements and related guidance issued by the Independent Commission Against Corruption;			
(b)	staff members performing the compliance function promptly escalate all occurrences of material non-compliance by you or your staff members with legal and regulatory requirements as well as with your own policies and procedures;	☐	☐	☐
(c)	notification is promptly made to the Commission, and any applicable clearing house, central securities depository or exchange of occurrences of material non-compliance by you or your staff members with relevant legal and regulatory requirements; and	☐	☐	☐
(d)	all compliance issues that are not resolved within established time frames are reported to senior management?	☐	☐	☐
7.3	**Do you have any written policies and control procedures to ensure that your staff members performing the compliance function are independent of the core business functions and reporting directly to an independent and high level of authority?**	☐	☐	☐

7.4 Who will be responsible for overseeing your compliance function? (Please specify title and name if available.)

Complaints handling

		Yes	No	N/A
7.5	**Do you have any written policies and control procedures to ensure that**			
(a)	complaints from issuer-clients and securities holders relating to your business are handled in a timely and appropriate manner;	☐	☐	☐
(b)	steps are taken to investigate and respond promptly to complaints;	☐	☐	☐
(c)	where a complaint has been received, the subject matter of the complaint is properly reviewed; and	☐	☐	☐
(d)	where possible, complaints are investigated by staff members performing the compliance function who are not directly involved in the subject matter of the complaint?	☐	☐	☐

7.6 Who will be responsible for overseeing your complaint handling function? (Please specify title and name if available.)

7.7 Where the answer to any question above is "No", please describe in detail in the space provided below any alternative or compensating controls which can meet the same objective as the controls mentioned in the question.

7.8 Where the answer to any question above is "N/A", please explain in the space provided below why the question is not applicable.

7.9 Supplementary information (If you wish to provide any additional or supplementary information regarding the matters under this Part 7, please do so here.)

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Part 8 – Personnel and Training

		Yes	No	N/A
8.1	**Do you have any arrangements to ensure that**			
	(a) operational and control policies and procedures which should include those relating to internal controls and employee dealing are communicated to new recruits;	☐	☐	☐
	(b) updated operational and control policies and procedures are distributed to staff members and accessible at all times; and	☐	☐	☐
	(c) any changes to operational and control policies and procedures are communicated to staff members?	☐	☐	☐
8.2	**Do you have employee training policies and procedures to ensure that**			
	(a) adequate training, which is suitable for the specific duties that staff members perform, is provided both initially and on an ongoing basis; and	☐	☐	☐
	(b) staff members possess or acquire appropriate and practical experience through "on-the-job" training and, where appropriate, structured courses?	☐	☐	☐

8.3 Who will be responsible for overseeing your personnel and training matters? (Please specify title and name if available.)

8.4 Where the answer to any question above is "No", please describe in detail in the space provided below any alternative or compensating controls which can meet the same objective as the controls mentioned in the question.

8.5 Where the answer to any question above is "N/A", please explain in the space provided below why the question is not applicable.

8.6 Supplementary information (If you wish to provide any additional or supplementary information regarding the matters under this Part 8, please do so here.)

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Notification of Change by an Approved Securities Registrar

Specified under section 402 of the Securities and Futures Ordinance (Cap. 571)

Form 2

Warning

All information and documents submitted to the Commission must be true, accurate and complete.

Under section 384(1) of the Securities and Futures Ordinance, a person commits an offence if:

(a) he, in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions, provides to a specified recipient any information which is false or misleading in a material particular; and

(b) he knows that, or is reckless as to whether, the information is false or misleading in a material particular.

Under section 384(3) of the Securities and Futures Ordinance, a person commits an offence if:

(a) he, otherwise than in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions but in connection with the performance by a specified recipient of a function under any of the relevant provisions, provides to the specified recipient any record or document which is false or misleading in a material particular; and

(b) he –

(i) knows that, or is reckless as to whether, the record or document is false or misleading in a material particular; and

(ii) has, in relation to the provision of the record or document, received prior written warning from the specified recipient to the effect that the provision of any record or document which is false or misleading in a material particular in the circumstances of the case would constitute an offence under this subsection.

The punishment for the above offence is a fine of up to HK$1 million and imprisonment for up to 2 years.

A "specified recipient" includes the Commission.

Instructions

1. This form is to be filled in by an approved securities registrar when notifying the Commission of a change to any information previously provided to the Commission under the SFO or the ASR Rules.

2. Please fill in all relevant sections of this form and ensure that all information required has been provided. Mandatory fields (within relevant sections) are marked with an asterisk (*).

3. Incomplete notifications may increase the time taken for the Commission to process your notification.

4. If the Commission is satisfied that a person has **substantial practical difficulties** in complying with any of the requirements under this form, it may exercise its discretion to dispense with the requirements to such extent as it considers necessary. If you consider that you have **substantial practical difficulties** in complying with any requirements under this form, please enclose a separate document setting out your **substantial practical difficulties** for the Commission's consideration. Please note that the Commission will only exercise its discretion under special circumstances.

5. If there is any change to the information provided in support of this notification, you should notify the Commission in writing immediately after the change takes place. Any change in information may result in delay in processing.

Interpretation

In this form, unless the context requires otherwise, the following terms bear the following meanings:

ASR	an approved securities registrar, as defined in section 1 of Part 1 of Schedule 1 to the SFO
ASR Code of Conduct	the Code of Conduct for Approved Securities Registrars
ASR Rules	the Securities and Futures (Approved Securities Registrars) Rules (Cap. 571AT)
associate	as defined in section 1 of Part 1 of Schedule 1 to the SFO
basic information	as defined in section 1 of Part 1 of the Schedule to the ASR Rules
Commission or ***SFC***	the Securities and Futures Commission
Companies Ordinance	the Companies Ordinance (Cap. 622)

computer systems and facilities	as defined in section 1.1 of the ASR Code of Conduct
core function	any of the functions described at the end of this section headed "Interpretation"
designated signatory	as defined in rule 17(6) of the ASR Rules
director	as defined in section 1 of Part 1 of Schedule 1 to the SFO
issuer-client	as defined in rule 2 of the ASR Rules
minor offence	as defined in section 1 of Part 1 of the Schedule to the ASR Rules
officer	as defined in section 1 of Part 1 of Schedule 1 to the SFO
person-in-charge of core function(s) or ***person-in-charge***	an individual appointed by you to be principally responsible, either alone or with others, for managing one or more of your core functions
registered holder	as defined in rule 2 of the USM Rules
related corporation	as defined in section 3 of Part 1 of Schedule 1 to the SFO
relevant information	as defined in section 1 of Part 1 of the Schedule to the ASR Rules
securities registrar service	as defined in section 1 of Part 1 of Schedule 1 to the SFO
senior employee	as defined in section 101AAG of the SFO
service facilities	as defined in rule 2 of the ASR Rules
SFO	the Securities and Futures Ordinance (Cap. 571), and includes any subsidiary legislation made under that ordinance
shadow director	as defined in section 1 of Part 1 of Schedule 1 to the SFO
subsidiary	as defined in section 2 of Part 1 of Schedule 1 to the SFO
substantial shareholder	as defined in section 6 of Part 1 of Schedule 1 to the SFO
UNSRT system	as defined in section 101AAB of the SFO
USM Rules	the Securities and Futures (Uncertificated Securities Market) Rules (Cap. 571AS)
you/your	the ASR submitting this notification to the Commission / relating to such ASR

References to "core functions" are to the following 7 functions:

1. Overall Management Oversight

   A function responsible for directing and overseeing the effective management of your overall operations on a day-to-day basis.

   Key responsibilities may include:

   (a) developing your business model and associated objectives, strategies, organisational structure, controls and policies;

   (b) developing and promoting sound corporate governance practices, culture and ethics; and

   (c) executing and monitoring the implementation of business objectives, strategies and plans approved by the board of directors, and the effectiveness of the organisational structure and controls.

   (Example*: Chief Executive Officer, President)

2. Key Business Line

   A function responsible for directing and overseeing a line of business which comprises one or more types of securities registrar services.

   (Example*: Head of Issuer Services, Head of Investor Services)

3. Operational Control and Review

   A function responsible for:

   (a) establishing and maintaining adequate and effective systems of controls over your operations; and

   (b) reviewing the adherence to, and the adequacy and effectiveness of, your internal control systems.

   (Example*: Chief Operating Officer, Head of Operations, Head of Internal Audit)

4. Risk Management

   A function responsible for the identification, assessment, monitoring and reporting of risks arising from your operations.

   (Example*: Chief Risk Officer, Head of Risk Management)

5. Finance and Accounting

   A function responsible for ensuring the timely and accurate financial reporting and analyses of your operational results and financial position.

   (Example*: Chief Finance Officer, Financial Controller, Finance Director)

6. Information Technology

A function responsible for the design, development, operation and maintenance of your computer systems and facilities.

(Example*: Chief Information Officer, Head of Information Technology)

7. Compliance

A function responsible for:

(a) setting the policies and procedures for adherence to legal and regulatory requirements in the jurisdiction(s) where you operate;

(b) monitoring your compliance with the established policies and procedures; and

(c) reporting on compliance matters to the board of directors and senior management.

(Example*: Chief Compliance Officer, Head of Legal and Compliance)

Personal Information Collection Statement

1. This Personal Information Collection Statement ("PICS") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data[1]. The PICS sets out the policies and practices of the Securities and Futures Commission ("SFC") with regard to your Personal Data and what you are agreeing to with respect to the SFC's use of your Personal Data for the purposes identified below.

Purpose of Collection

2. The Personal Data provided in this notification will be used by the SFC for one or more of the following purposes:
   - to administer the relevant provisions[2] and codes and guidelines published by the SFC as in force at the relevant time, including:
     - the Securities and Futures Ordinance ("SFO");
     - the Code of Conduct for Approved Securities Registrars;
     - the Guidelines for Electronic Public Offers;
     - the Codes on Takeovers and Mergers and Share Buy-backs; and
     - the Code on Unit Trusts and Mutual Funds,

     in performing the SFC's statutory functions under the relevant provisions;
   - for research or statistical purposes; and
   - for other purposes as permitted by law.

3. Failure to provide the requested Personal Data may result in the SFC being unable to process your notification or perform its statutory functions under the relevant provisions.

[1] Personal Data means personal data as defined in the Personal Data (Privacy) Ordinance, Cap. 486 ("PDPO").

[2] "Relevant provisions" is defined in section 1 of Part 1 of Schedule 1 to the Securities and Futures Ordinance (Cap. 571).

Transfer/Matching of Personal Data

4. Personal Data may be disclosed by the SFC to other financial regulators in Hong Kong (including, but not limited to, the Hong Kong Exchanges and Clearing Limited and its regulated subsidiaries and the Hong Kong Monetary Authority), the Hong Kong Police Force, the Customs and Excise Department, overseas regulatory bodies and other government bodies as required or permitted under the law or pursuant to any regulatory/investigatory assistance arrangements between the SFC and other regulators (local/overseas).

5. Personal Data may be disclosed by the SFC to other financial regulators, the Hong Kong Police Force, the Customs and Excise Department, other government bodies, corporations, organisations or individuals in Hong Kong, the People's Republic of China or overseas for the purposes of verifying/matching[3] those data.

Public Registers

6. The SFC is required to maintain a public register containing specified data and information relating to approved securities registrars ("ASRs") pursuant to section 101AAL of the SFO. Any member of the public may inspect the public register for the purpose of ascertaining whether the person he is dealing with is an ASR, and the particulars of any approval granted to such person.

Access to Data

7. You have the right to request access to and correction of your Personal Data in accordance with the provisions of the PDPO. Your right of access includes the right to obtain a copy of your Personal Data provided in the notification. The SFC has the right to charge a reasonable fee for processing any data access request.

Enquiries

8. Any enquiries regarding the Personal Data provided in this notification, or requests for access to Personal Data or correction of Personal Data, should be addressed in writing to:

   The Data Privacy Officer
   Securities and Futures Commission
   54/F, One Island East
   18 Westlands Road
   Quarry Bay
   Hong Kong

A copy of the Privacy Policy Statement adopted by the SFC is available upon request.

[3] "Matching procedure" is defined in section 2 of the PDPO.

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18	Declaration and Signature

Section 1: Basic Information

1.1 Please provide the name and CE number of the ASR submitting this notification of change.

* Name of the ASR (English)	
Name of the ASR (Chinese)	
* CE number	

*** 1.2 Please indicate the type of notification of change you are submitting.**

Notification of:	☐	change in corporate/business name
	☐	change in auditor
	☐	change in premises and other contact information
	☐	change in place of domicile
	☐	change in share capital
	☐	change in bank account(s)
	☐	change in approval/registration record
	☐	change in membership
	☐	change in complaints officer or his/her particulars
	☐	change in emergency contact person or his/her particulars
	☐	change in insurance policy
	☐	changes affecting reputation or character
	☐	other changes (for example, changes in your business and operations, etc)
	☐	change in basic/relevant information in respect of an individual
	☐	change in basic/relevant information in respect of a corporation/partnership

Section 2: Contact Information

*** 2.1 Please provide the following details of your contact person for enquiries on this form.**

Full name (English)	
Job title	

Email address	
Contact number	

Section 3: Change in Corporate/Business Name

*** 3.1 Please provide the following information regarding the change in corporate and/or business name.**

Existing full corporate name (English)	
New full corporate name (English)	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

Existing full corporate name (Chinese)	
New full corporate name (Chinese)	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

Existing business name (English)	
New business name (English)	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

Existing business name (Chinese)	

New business name (Chinese)	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

*** 3.2 Please provide relevant documents evidencing the change indicated in section 3.1.**

3.3 Any further information you consider relevant to any change indicated under this section 3 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 4: Change in Auditor

4.1 Please provide the following information regarding the cessation of appointment of an existing auditor.

(a) Please provide the following information if you have given notice to your members of a motion to be moved at a general meeting to remove, replace or not reappoint your existing auditor.

Full name of existing auditor (English)	
Date of issuing the notice to members (DD/MM/YYYY)	
Motion to be moved at the general meeting	☐ Shareholders resolution to remove before expiry of term of office ☐ Shareholders resolution to replace or not to reappoint on expiry of term of office
Date of the general meeting at which the motion is to be moved (DD/MM/YYYY)	

* (b) Please provide the following information about your existing auditor whose appointment has ceased.

Full name of existing auditor (English)	
Date of the cessation (DD/MM/YYYY)	
Nature of the cessation	☐ Expiry of term of office ☐ Shareholders resolution to remove before expiry of term of office ☐ Shareholders resolution to replace or not to reappoint on expiry of term of office ☐ Cessation before expiry of term of office for other reasons
Reason for the cessation	
Details of relevant personnel at the auditor who may be contacted for further information regarding the cessation	Full name (English): Job title: Email address: Contact number:

*** 4.2 Please provide the following information regarding the appointment of a new auditor.**

Full name of new auditor (English)	
Address of new auditor (English)	
Effective date of appointment (DD/MM/YYYY) **Note: Date of appointment is the date on which a written agreement is signed with the new auditor for the provision of services.**	

4.3 Any further information you consider relevant to any change indicated under this section 4 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 5: Change in Premises and Other Contact Information

5.1 Please provide the following information regarding the premises you will cease to use.

* (a) Please indicate the type(s) of premises concerned.

- ☐ Principal place of business
- ☐ Registered office
- ☐ Correspondence address
- ☐ Record keeping address (ie, the address for keeping or maintaining records or documents required to be kept or maintained by an ASR)
- ☐ Computer systems and facilities address (ie, the address of the locations of computer systems and facilities used in connection with your business and operations as an ASR, including any backup systems and facilities)
- ☐ Backup site address (ie, the address of backup sites for: (i) maintaining critical functions as an ASR in the event of an emergency; or (ii) storing any backup records, documents or other information relating to your business and operations as an ASR)
- ☐ Counter services address (ie, the address where past, current or prospective registered holders can attend in person to make enquiries or submit instructions)
- ☐ Other place of business

(b) Please provide the English address of the premises your will cease to use.

	Address to be removed
* Country/Region	
* Flat, floor and block number	
* Building name, street number and name	
* District and city	
Postal code (if any)	
* Effective date of the change (DD/MM/YYYY)	
* Reason for the change	

(c) Please provide the Chinese address of the premises your will cease to use.

	Address to be removed
Flat, floor and block number	
Building name, street number and name	
District and city	
Postal code (if any)	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

5.2 Please provide the following information regarding your new premises.

* (a) Please indicate the type(s) of premises concerned.

- ☐ Principal place of business
- ☐ Registered office
- ☐ Correspondence address
- ☐ Record keeping address (ie, the address for keeping or maintaining records or documents required to be kept or maintained by an ASR)
- ☐ Computer systems and facilities address (ie, the address of the location of computer systems and facilities used in connection with your business and operations as an ASR, including any backup systems and facilities)
- ☐ Backup site address (ie, the address of backup sites for: (i) maintaining critical functions as an ASR in the event of an emergency; or (ii) storing any backup records, documents or other information relating to your business and operations as an ASR)
- ☐ Counter services address (ie, the address where past, current or prospective registered holders can attend in person to make enquiries or submit instructions)
- ☐ Other place of business

(b) Please provide the English address of your new premises.

	New address
* Country/Region	
* Flat, floor and block number	

* Building name, street number and name	
* District and city	
Postal code (if any)	
* Effective date of the change (DD/MM/YYYY)	
* Reason for the change	

(c) Please provide the Chinese address of your new premises.

	New address
Flat, floor and block number	
Building name, street number and name	
District and city	
Postal code (if any)	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

(d) Suitability of the new premises

* Please confirm if the new premises are suitable having regard to the matters noted in section 4.3 of the ASR Code of Conduct. ☐ Yes ☐ No

If no, please explain which aspects of section 4.3 of the ASR Code of Conduct are not met and why you consider the premises to nevertheless be suitable.

(e) Sharing of the new premises

* Please confirm if the new premises are or will be shared with a third party (whether or not within the same group as you). ☐ Yes ☐ No

If yes, please provide details of the third party, its relationship to you (if any), and the arrangements for sharing the premises, taking into account the requirements of section 4.3 of the ASR Code of Conduct.

(f) Please provide details of the contact numbers for the new premises.

	New number
* Primary contact number	
Secondary contact number	
Facsimile number	

5.3 Please provide the following information regarding any change in the particulars of your existing premises.

Note: Complete this section 5.3 only if the particulars of any of your existing premises have changed but without its physical location having changed, eg, change in building name, street name, whether the premises are shared, etc.

* (a) Please indicate the type(s) of premises concerned.

☐ Principal place of business

☐ Registered office

☐ Correspondence address

☐ Record keeping address (ie, the address for keeping or maintaining records or documents required to be kept or maintained by an ASR)

☐ Computer systems and facilities address (ie, the address of the location of computer systems and facilities used in connection with your business and operations as an ASR, including any backup systems and facilities)

☐ Backup site address (ie, the address of backup sites for: (i) maintaining critical functions as an ASR in the event of an emergency; or (ii) storing any backup records, documents or other information relating to your business and operations as an ASR)

☐ Counter services address (ie, the address where past, current or prospective registered holders can attend in person to make enquiries or submit instructions)

☐ Other place of business

* (b) Please provide the following information regarding the change.

Full description of the change	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

(c) Suitability of the new premises

* Please confirm if the premises remain suitable having regard to the matters noted in section 4.3 of the ASR Code of Conduct. ☐ Yes ☐ No

If no, please explain which aspects of section 4.3 of the ASR Code of Conduct are not met and why you consider the premises to nevertheless be suitable.

*** 5.4 Please provide the following information regarding the change of your Email and/or website addresses.**

Existing Email address	
New Email address	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

Existing website address (for access to your UNSRT system)	
New website address (for access to your UNSRT system)	
Effective date of the change (DD/MM/YYYY)	

Reason for the change	

Existing website address (for access to information relating to your provision of any securities registrar services)	
New website address (for access to information relating to your provision of any securities registrar services)	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

5.5 Any further information you consider relevant to any change indicated under this section 5 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 6: Change in Place of Domicile

*** 6.1 Please provide the following information regarding your original place of domicile.**

Jurisdiction	
Date from which this was your place of domicile (DD/MM/YYYY)	
Date from which this ceased or will cease to be your place of domicile (DD/MM/YYYY)	
Supporting documents evidencing the above	

*** 6.2 Please provide the following information regarding your new place of domicile.**

Jurisdiction	

Date from which this became or will become your place of domicile (DD/MM/YYYY)	
Supporting documents evidencing the above	
Please provide a copy of the certificate of re-domiciliation.	

6.3 Any further information you consider relevant to any change indicated under this section 6 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 7: Change in Share Capital

7.1 Please provide the following information regarding any change(s) in your share capital.

	Before the change	After the change
* Class of shares		
* Number of issued shares		
Issued share capital (HKD)		
Par value (if any)		
Number of authorized shares (if any)		
Authorized share capital (HKD) (if any)		
Premium paid (HKD) (if any)		
* Paid-up share capital / Consideration other than cash (HKD)		
* Unpaid share capital / consideration other than cash (HKD)		
* Effective date of the change (DD/MM/YYYY)		

* Reason for the change	

7.2 Any further information you consider relevant to any change indicated under this section 7 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 8: Change in Bank Account(s)

*** 8.1 Please provide the following information regarding the cessation of an existing bank account.**

Name of the bank with which the existing account is opened	
Address of the bank with which the existing account is opened	
Bank code	
Number of the existing bank account	
Currency	
Nature of the existing bank account	☐ Proprietary/House ☐ Client/Trust
The authorised signatory arrangements for the existing account (eg, the number of signatories required, their seniority and job functions within your company/group)	
Effective date of the cessation (DD/MM/YYYY)	
Reason for the cessation	☐ Closed ☐ Commercial reason ☐ Ordered to be frozen by a competent authority

*** 8.2 Please provide the following information regarding the addition of a new bank account.**

Name of the bank with which the new account is to be opened	
Address of the bank with which the new account is to be opened	
Bank code	
Number of the new bank account	
Currency	
Nature of the new bank account	☐ Proprietary/House ☐ Client/Trust
The authorised signatory arrangements for the new account (eg, the number of signatories required, their seniority and job functions within your company/group)	
Effective date of the new bank account (DD/MM/YYYY)	
Purpose of opening the new bank account	

*** 8.3 Please provide the following information regarding the change in details of an existing bank account.**

Name of the bank with which the existing account is opened	
Bank code	
Number of the existing bank account	
Full description of the change	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

8.4 Any further information you consider relevant to any change indicated under this section 8 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 9: Change in Approval/Registration Record

*** 9.1 Please provide the following information regarding the cessation of your existing approval/registration with an authority or regulatory organisation outside Hong Kong to provide securities registrar services or services similar to securities registrar services.**

Name of the authority/regulatory organization	
Effective date of the cessation (DD/MM/YYYY)	
Reason for the cessation	

9.2 Please provide the following information regarding your new approval or registration with an authority or regulatory organisation outside Hong Kong to provide securities registrar services or services similar to securities registrar services.

* Name of the authority/regulatory organization	
* Place of the authority/regulatory organization	
* Type of approval/registration	
* Date of the approval/registration (DD/MM/YYYY)	
* Approval or registration number	
Conditions attached to the approval or registration (if any)	

9.3 Please provide the following information regarding any change in particulars of your existing approval or registration with an authority or regulatory organisation outside Hong Kong to provide securities registrar services or services similar to securities registrar services.

* Name of the authority/regulatory organisation	
* Full description of the change	
* When and how you became aware of the change	
Effective date of the change (if known) (DD/MM/YYYY)	
* Reason for the change	

9.4 Any further information you consider relevant to any change indicated under this section 9 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 10: Change in Membership

*** 10.1 Please provide the following information regarding the cessation of your existing membership of a clearing house, central securities depository, stock exchange or futures exchange, in Hong Kong or elsewhere.**

Name of the clearing house, central securities depository, stock exchange or futures exchange	
Effective date of the cessation (DD/MM/YYYY)	
Reason for the cessation	

10.2 Please provide the following information regarding your new membership of a clearing house, central securities depository, stock exchange or futures exchange.

* Name of the clearing house, securities depository, stock exchange or futures exchange	

* Place of the clearing house, securities depository, stock exchange or futures exchange	
* Type of membership	
* Date of becoming a member (DD/MM/YYYY)	
Membership number (if any)	
Conditions attached to the membership (if any)	

10.3 Please provide the following information regarding any change in particulars of your existing membership of a clearing house, central securities depository, stock exchange or futures exchange.

* Name of the clearing house, central securities depository, stock exchange or futures exchange	
* Full description of the change	
* When and how you became aware of the change	
Effective date of the change (if known) (DD/MM/YYYY)	
* Reason for the change	

10.4 Any further information you consider relevant to any change indicated under this section 10 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 11: Change in Complaints Officer or His/Her Particulars

*** 11.1 Please provide the following information regarding the person ceasing to act as your complaints officer.**

Full name (English)	
Effective date of the cessation (DD/MM/YYYY)	
Reason for the cessation	

11.2 Please provide the following information regarding your new complaints officer and his/her business address and contact information.
Note: The complaints officer should reside in Hong Kong to ensure that he/she will be immediately contactable as and when necessary.

(a) Personal particulars

* Full name (English)	
Full name (Chinese)	
* Effective date of the appointment (DD/MM/YYYY)	
* Is the new Complaints Officer a Hong Kong permanent resident?	☐ Yes ☐ No
* Hong Kong identity card number, eg: A123456(5)	
Passport number **Note: Only applicable if the new Complaints Officer is not a Hong Kong permanent resident.**	
* Job title	

(b) English address

* Country/Region	
* Flat, floor and block number	
* Building name, street number and name	
* District and city	

Postal code (if any)	

(c) Chinese address

Flat, floor and block number	
Building name, street number and name	
District and city	
Postal code (if any)	

(d) Contact numbers and addresses

* Office contact number	
Office facsimile number (if any)	
* Mobile number	
* Email address	
* Residential contact number	
Residential facsimile number (if any)	

*** 11.3 Please provide the following information regarding any change in the particulars or other details of an existing complaints officer.**
Note: Complete this section 11.3 only if your existing complaints officer remains the same but his/her particulars or other details change, eg, change in name, address, etc.

Full name (English)	
Full description of the change	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

11.4 Any further information you consider relevant to any change indicated under this section 11 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 12: Change in Emergency Contact Person or His/Her Particulars

*** 12.1 Please provide the following information regarding the person ceasing to act as your emergency contact person.**

Full name (English)	
Effective date of the cessation (DD/MM/YYYY)	
Reason for the cessation	

12.2 Please provide the following information regarding your new emergency contact person and his/her business address and contact information.
Note: The emergency contact person should have sufficient authority and be familiar with your overall affairs. He/she should also reside in Hong Kong to ensure that he/she will be immediately contactable as and when necessary.

(a) Personal particulars

* Full name (English)	
Full name (Chinese)	
* Effective date of the appointment (DD/MM/YYYY)	
* Is the new Emergency Contact Person a Hong Kong permanent resident?	☐ Yes ☐ No

* Hong Kong identity card number, eg: A123456(5)	
Passport number **Note: Only applicable if the new Emergency Contact Person is not a Hong Kong permanent resident.**	
* Job title	

(b) English address

* Country/Region	
* Flat, floor and block number	
* Building name, street number and name	
* District and city	
Postal code (if any)	

(c) Chinese address

Flat, floor and block number	
Building name, street number and name	
District and city	
Postal code (if any)	

(d) Contact numbers and addresses

* Office contact number	
Office facsimile number (if any)	
* Mobile number	
* Email address	

* Residential contact number	
Residential facsimile number (if any)	

*** 12.3 Please provide the following information regarding any change in the particulars or other details of an existing emergency contact person.**
Note: Complete this section 12.3 only if your existing emergency contact person remains the same but his/her particulars or other details change, eg, change in name, address, etc.

Full name (English)	
Full description of the change	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

12.4 Any further information you consider relevant to any change indicated under this section 12 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 13: Change in Insurance Policy

*** 13.1 Please provide the following information regarding the cessation of any of your existing insurance policies.**

Insurer(s)	
Policyholder(s)	
Insured person(s)	
Beneficiary(ies)	

Policy period	
Matters/events covered	
Insured amount(s) (HKD)	
Effective date of the cessation (DD/MM/YYYY)	
Reason for the cessation	

13.2 Please provide the following information regarding the addition of a new insurance policy covering your business and operations as an ASR.

* Insurer(s)	
* Policyholder(s)	
* Insured person(s)	
* Beneficiary(ies)	
* Policy period	
* Matters/events covered	
Exclusions (if any)	
* Insured amount(s) (HKD)	
Policy limit(s) (if any) (HKD)	
Excess/deductible (if any) (HKD)	
* Annual premium (HKD)	
* Brief particulars regarding payment of premium (including the person(s) responsible for paying premium, their role vis-à-vis the policy (eg, policyholder), their relationship with you, and your reimbursement obligation to them)	

*** 13.3 Please provide the following information regarding any change in the terms of an existing insurance policy.**

Insurer(s)	
Policyholder(s)	
Insured person(s)	
Beneficiary(ies)	
Policy period	
Matters/events covered	
Insured amount(s) (HKD)	
Full description of the change	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

13.4 Please provide details of any claims made under any of your exiting insurance policies, and whether they have been accepted or rejected.

13.5 Any further information you consider relevant to any change indicated under this section 13 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 14: Changes Affecting Reputation or Character

Changes relating to any disciplinary, civil or criminal proceedings investigations or adjudications involving you, or to your financial status and affairs, and previously reported to the Commission should be reported under this section 14.

*** 14.1 Please indicate the change(s) in respect of which this notification is submitted.**

Particulars to be changed	☐ Change(s) to disciplinary actions, investigations and other adjudications involving you **Note: This relates to actions, investigations and adjudications originally reported under section 1.7 of *Form 1 - Application for approval to provide securities registrar services*.** ☐ Change(s) to matters relating to your financial status **Note: This relates to matters originally reported under section 1.8 of *Form 1 - Application for approval to provide securities registrar services.*** ☐ Change(s) to matters relating to your character **Note: This relates to matters originally reported under section 1.9 of *Form 1 - Application for approval to provide securities registrar services*.** ☐ Other change(s)
Full description of the change	
Effective date of the change (DD/MM/YYYY)	
Full description of the matters leading to the change and of any corrective or remedial measures taken	

14.2 Please explain why you are fit and proper to remain an ASR despite the change notified above.

14.3 Any further information you consider relevant to any change notified under this section 14 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 15: Other changes (for example, changes in your business and operations, etc)

*** 15.1 Please indicate the change(s) in respect of which this notification is submitted.**

Particulars to be changed	☐	Change(s) in the places outside Hong Kong where you are conducting business of providing securities registrar services, or in the scope of such business
	☐	Change(s) in the places where you conduct business other than securities registrar services, or in the scope of such other business
	☐	Significant change(s) in the nature of any business carried on, or to be carried on, by you
	☐	Significant change(s) in the types of service and facilities provided, or to be provided, by you
	☐	Significant change(s) in your business plan covering human and technical resources, operational procedures, internal controls, risk management processes, organizational structure, contingency measures, business continuity plans and related matters
	☐	Significant change(s) in any outsourcing arrangement entered into by you
	☐	Change(s) in your corporate or shareholding structure
	☐	Change(s) relating to the fees charged by you in relation to your provision of securities registrar services (other than any fee payable by an issuer-client)
	☐	Change(s) in the structure of any group of companies of which you are a member
	☐	Significant change(s) in your service facilities, or any other computer system or facilities used in connection with your business and operations, including – (a) the operations, functions, capabilities, performance, availability and security of such facilities or system; and (b) your policies and procedures in relation to such facilities or system.
	☐	Change(s) in the information in respect of any of your assets that are subject to any charge (including pledge, lien or encumbrance)

Full description of the change	

Effective date of the change (DD/MM/YYYY)	
Reason for the change	

15.2 Any further information you consider relevant to any change indicated under this section 15 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 16: Change in Basic/Relevant Information in respect of an Individual

Note: Please complete this section 16 in respect of any individual who ceases or begins to have a relationship with you of the kind described in the table under section 16.2.1, or any individual who has such an existing relationship with you and whose particulars or information (as previously reported to the Commission) have changed.

*** 16.1 Cessation of your existing relationship with an individual**

16.1.1 Please provide the following information regarding the individual.

Full name (English)	
Effective date of the cessation (DD/MM/YYYY)	
Reason for the cessation	☐ Resignation
	☐ Expiry of contract (Expiry date (DD/MM/YYYY): _____
	☐ Job rotation (New job title): _____

	☐ Redundancy
	☐ Dismissal, please specify the date and cause. _____
	☐ Others, please provide relevant details. _____

* 16.1.2 Please advise whether, within the six months preceding the cessation of your relationship with the individual, the individual was under any investigation commenced by you. ☐ Yes ☐ No

If yes, please provide relevant details of the investigation if you have not previously provided such information to the Commission.

Note: If you answer No, and subsequent to the submission of this notification, you commence any internal investigation involving this individual, please notify the Commission as soon as practicable.

16.1.3 Please submit your new shareholding chart showing all your corporate and individual shareholders (with their percentage of holdings and complete official names) and include the following information:

- all ultimate beneficial owners;
- all entities within the same corporate group that are listed companies, or approved by or registered with any authority or regulatory body, or applying to be listed or so approved or registered; and
- all "associate" relationships.

Note: Please complete this section 16.1.3 if the individual is:
(i) a substantial shareholder of yours;
(ii) a director of a substantial shareholder of yours; or
(iii) a substantial shareholder of a substantial shareholder of yours.

16.1.4 Please submit a new organizational chart depicting your management and governance structure, business and operational units and key human resources and their respective reporting lines. The new chart should include the following information:

- all your persons-in-charge of core functions;
- their respective reporting lines (ie, the job titles of the persons to whom they report within your corporation and, if applicable, within your corporate group); and
- the job titles of the persons reporting directly to them in relation to your operations.

Note: Please complete this section 16.1.4 if the individual:
(i) is, or is proposed to be, appointed or employed by you as an officer or senior employee;
(ii) is a director of yours;
(iii) has been appointed by your board of directors as a person-in-charge of core function(s);
(iv) is your designated signatory; or
(v) is not any of the above, but is a person in accordance with whose directors or instructions you or any of your directors, officers or senior employees is/are accustomed or obliged to act.

16.2 Establishment of a new relationship between you and an individual

16.2.1: Relationship with the individual

* Please indicate the individual's relationship with you.

☐	The individual is an officer of yours.
☐	The individual is proposed to be an officer of yours.
☐	The individual is a senior employee of yours.
☐	The individual is proposed to be a senior employee of yours.
☐	The individual is associated with you in the course of providing securities registrar services.
☐	The individual is proposed to be associated with you in the course of providing securities registrar services.
☐	The individual is a director of yours.
☐	The individual is a substantial shareholder of yours.
☐	The individual is a director of a substantial shareholder of yours that is a corporation.
☐	The individual is a substantial shareholder of a substantial shareholder of yours that is a corporation.
☐	The individual has been appointed by your board of directors as a person-in-charge of core function(s).
☐	The individual is your designated signatory.
☐	The individual is a person (other than any of the above) in accordance with whose directions or instructions you or any of your directors, officers or senior employees is/are accustomed or obliged to act.

16.2.2: Individual's name and other particulars

16.2.2.1 Please provide the individual's current name.

* Full name (English)	
Full name (Chinese)	

* 16.2.2.2 Did the individual ever have a different name (whether English or Chinese)? ☐ Yes ☐ No

If yes, please provide the following information about the individual's former name(s).

Former name	
Date from which this former name was used (DD/MM/YYYY)	
Date until which this former name was used (DD/MM/YYYY)	

16.2.2.3 If the individual has previously changed his/her name, please provide the relevant supporting documents.

16.2.2.4 Please provide the following further information about the individual.

* Gender	☐ Male	☐ Female	
* Date of birth (DD/MM/YYYY)			
* Place of birth			
* Nationality			
* Is the individual a Hong Kong permanent resident or ordinary resident?	☐ Permanent resident	☐ Ordinary resident	☐ Neither
Hong Kong identity card number, eg: A123456(5) **Note: Only applicable if the individual is a Hong Kong permanent resident or ordinary resident.**			
Passport number **Note: Only applicable if the individual is not a Hong Kong permanent resident.**			

16.2.3: Individual's contact information

* 16.2.3.1 Please provide the individual's contact details.

Mobile number	
Personal Email address	
Office Email address	

16.2.3.2 Please provide the following information about the individual's address.
Note: Please provide details of at least one "residential" and one "business" address.

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* (a) Please indicate which of the following you are providing details for.

- ☐ Residential address
- ☐ Business address
- ☐ Correspondence address

(b) English address

* Country/Region	
* Flat, floor and block number	
* Building name, street number and name	
* District and city	
Postal code (if any)	

(c) Chinese address

Flat, floor and block number	
Building name, street number and name	
District and city	
Postal code (if any)	

(d) Contact numbers for this address

* Primary contact number	
Secondary contact number	
Facsimile number	

16.2.4: Individual's employment history

* 16.2.4.1 Please provide a brief description of the individual's qualifications and work experience over the past 15 years, including the name of each previous employer, period of employment, position(s) held and roles and responsibilities in each position.

Note: Please complete this section 16.2.4.1 if the individual:
(i) is, or is proposed to be, appointed or employed by you as an officer or senior employee;
(ii) is, or is proposed to be, associated with you in the course of providing securities registrar services;
(iii) is a director of yours;
(iv) has been appointed by your board of directors as a person-in-charge of core function(s);
(v) is your designated signatory; or
(vi) not any of the above, but is a person in accordance with whose directions or instructions, you or any of your directors, officers or senior employees is/are accustomed or obliged to act.

16.2.5: Persons associated with/Persons-in-Charge

* 16.2.5.1 Please provide details of the individual's association, or proposed association, with you, including details of his/her relationship with you, and the task(s), function(s) or role(s) that he/she will perform in connection with your provision of securities registrar services.

Note: Please complete this section 16.2.5.1 if the individual is a person who is, or is proposed to be, associated with you in the course of your providing securities registrar services.

* 16.2.5.2 Please provide details of the individual's appointment, including details of: his/her relationship with you, a description of the function(s) that he/she will be in charge of, any limitations in respect of his/her authority or oversight of those function(s), and the scale and scope of the work involved.

Note: Please complete this section 16.2.5.2 if the individual is a person who is appointed by your board of directors as a person-in-charge of core function(s).

Job title **Note: The job title should indicate an individual's position(s) and his/her particular business or operational areas (eg, Chief Executive Officer and Head of Risk Management).**	
Core functions	
Reports to **Note: Please state the individual's reporting line(s) within your corporation (and, if applicable, within your corporate group) in respect of the relevant core function(s). For example, reports to (i) the Board of Directors or Chief Executive Officer of your corporation and (ii) the Head of Global Risk Management of your group.**	
Effective date (DD/MM/YYYY)	

* 16.2.5.3 You should inform, and obtain acknowledgement from, each of your persons-in-charge of core functions regarding: (i) his/her appointment as a person-in-charge; and (ii) the particular core function(s) which he/she is principally responsible for managing. Please confirm if you have done so.

☐ Yes ☐ No

Note: Please complete this section 16.2.5.3 if the individual is a person who is appointed by your board of directors as a person-in-charge of core function(s).

16.2.6: Substantial shareholders

Note: Please complete this section 16.2.6 if the individual is a substantial shareholder of yours.

* 16.2.6.1 Is the individual the ultimate beneficial owner of his/her shareholding (direct or indirect) in you the ASR? ☐ Yes ☐ No

If no, please provide: (i) the name(s) of the ultimate beneficial owner(s); (ii) their respective portion of the individual's shareholding; and (iii) the individual's relationship with them.

* 16.2.6.2 Please provide a description of the holding(s), interest(s) or relationship(s) that make the individual (whether alone or with any other person) a substantial shareholder of you the ASR.

* 16.2.6.3 Please indicate when the individual became a substantial shareholder of you the ASR.

* 16.2.6.4 Please provide a brief description of the financial resources available to the individual for the purposes of funding his/her financial commitment/obligations to you as substantial shareholder.

* 16.2.6.5 Please provide a brief description of any other material financial commitments of the individual, other than as your substantial shareholder.

* 16.2.6.6 Will the individual be involved in any aspect of your business, operations or management? ☐ Yes ☐ No

If yes, please provide details of the individual's role, job duties and authority, and the person to whom he/she will report.

Note: Sections 16.2.7.1 to 16.2.9.3 are about the individual's activities both in Hong Kong and elsewhere. You should take all reasonable steps to ensure the completeness, accuracy and veracity of the information provided, and that you are promptly notified of any changes to such information. If there are ongoing investigations which cannot be lawfully disclosed, you should notify the Commission of the results within seven business days after you become aware of the completion of the investigations.

16.2.7: Disciplinary actions and investigations

16.2.7.1 Has:
- the individual;
- a company of which the individual is or was a director;
- a company of which the individual is or was involved in the management; or
- a company of which the individual is or was a substantial shareholder,

ever been refused or restricted from the right to carry on any trade, business or profession for which a specific licence, registration or other authorisation is required by law by:

*(a) the Commission[1]; or ☐ Yes ☐ No

*(b) any professional or regulatory body (including a clearing house, central securities depository or stock or futures exchange)? ☐ Yes ☐ No

16.2.7.2 In the past five years, has:
- the individual;
- a company of which the individual is or was a director;
- a company of which the individual is or was involved in the management; or
- a company of which the individual is or was a substantial shareholder,

been:
- censured, disciplined or disqualified by:

*(a) the Commission[1]; or ☐ Yes ☐ No

*(b) any professional or regulatory body (including a clearing house, central securities depository or stock or futures exchange) in relation to any trade, business or profession; or ☐ Yes ☐ No

- the subject of an investigation conducted by:

*(a) the Commission[1]; or ☐ Yes ☐ No

*(b) any regulatory, criminal investigatory or professional body (eg, disciplinary tribunal, examination authority, inspector appointed under any enactment)[2]? ☐ Yes ☐ No

* 16.2.7.3 Are there any disciplinary actions or proceedings pending against:
- the individual;
- a company of which the individual is or was a director;
- a company of which the individual is or was involved in the management; or
- a company of which the individual is or was a substantial shareholder,

in relation to any trade, business or profession? ☐ Yes ☐ No

16.2.7.4 Has:
- the individual;
- a company of which the individual is or was a director;
- a company of which the individual is or was involved in the management; or
- a company of which the individual is or was a substantial shareholder,

ever been:

*(a) investigated about any offence involving fraud or dishonesty[3]; or ☐ Yes ☐ No

*(b) adjudged by a court to be civilly liable for fraud, dishonesty or misfeasance? ☐ Yes ☐ No

* 16.2.7.5 Has the individual ever been disqualified by a court from being a director of a corporation, or the equivalent, in another jurisdiction? ☐ Yes ☐ No

16.2.7.6 If you answer "Yes" to any of the questions in sections 16.2.7.1 to 16.2.7.5, please provide the following information in a tabular format in a separate document and upload it under section 16.4 of this form:
- date of the event(s);

- name of regulatory, criminal investigatory or professional body(ies) concerned;
- description of the case(s);
- the individual's role or involvement in the case(s);
- outcome or current status (eg, ongoing, settled, etc); and
- contingent liability (if any).

Notes to section 16.2.7:

1 You must answer this question and there is no need to seek the Commission's specific consent. Please refer to https://www.sfc.hk/web/EN/regulatory-functions/enforcement/secrecy-provision.html for more information or seek independent legal advice.

2 Where there has been no further disciplinary or enforcement action taken by the regulatory, criminal investigatory or professional body as a result of the investigation for a prolonged period, or the individual (or the company) has been informed by the regulatory, criminal investigatory or professional body that no such action would be taken, you are still obliged to disclose details of the investigation to the Commission.

3 Where the individual (or the company) has been investigated about any such offence but no prosecution has been instituted as a result of the investigation for a prolonged period, or the individual (or the company) has been informed that such prosecution would not be instituted, or the investigation of any such offence resulted in a conviction which was subsequently spent or quashed, you are still obliged to disclose details of the offence involved and the relevant conviction (if any) to the Commission.

16.2.8: Individual's financial status

16.2.8.1 In the past five years, has the individual been a defendant or respondent[1] to:

*(a) any dispute, civil litigation, arbitration or mediation, the nature of which involves fraud, dishonesty or misfeasance; or	☐ Yes	☐ No
*(b) any dispute, civil litigation, arbitration or mediation with any person(s) in relation to the provision of financial services[2] where the dispute, civil litigation, arbitration or mediation involves claim(s), liability or contingent liability of an amount in excess of HK$100,000 or its equivalent?	☐ Yes	☐ No

16.2.8.2 In the past five years, has the individual:

*(a) been a party to a scheme of arrangement; or	☐ Yes	☐ No
*(b) entered into any form of compromise with his/her creditor(s),	☐ Yes	☐ No

involving an amount in excess of HK$100,000 or its equivalent?

* 16.2.8.3	Are there any judgements or court orders with which the individual has not complied?	☐ Yes	☐ No

* 16.2.8.4	Has the individual ever been bankrupt, or served with a bankruptcy petition?	☐ Yes	☐ No

* 16.2.8.5	Has the individual ever been a director, substantial shareholder, or involved in the management of a corporation which was wound up other than by a members' voluntary winding up?	☐ Yes	☐ No

* 16.2.8.6	Has the individual ever been a partner of a firm which was dissolved otherwise than with the consent of all the partners?	☐ Yes	☐ No

16.2.8.7 If you answer "Yes" to any of the questions in section 16.2.8.1, please provide the following information in a tabular format in a separate document and upload it under section 16.4 of this form:

- date of the event(s);
- description of the case(s);
- amount(s) or estimated amount(s) involved;
- financial implication of the claims, liabilities or contingent liabilities (ie, amount(s) or estimated amount(s) involved as a % of the individual's personal wealth); and
- outcome or current status of the case(s) (eg, dismissed, settled, under appeal, etc).

16.2.8.8 If you answer "Yes" to any of the questions in section 16.2.8.2, please provide the following information in a tabular format in a separate document and upload it under section 16.4 of this form:

- the nature and purpose of the scheme(s) of arrangement or compromise(s);
- party(ies) involved in the arrangement(s) or compromise(s);
- date of the arrangement(s) or compromise(s);
- total amount(s) involved;
- outstanding amount(s); and
- repayment schedule(s) or details.

16.2.8.9 If you answer "Yes" to any of the questions in sections 16.2.8.3 to 16.2.8.6, please provide details of the case(s) or matter(s) in a separate document and upload it under section 16.4 of this form.

Notes to section 16.2.8:

1 This includes a claim or counterclaim.

2 Where there are more than three closed disputes, litigation, arbitration or mediation, please only provide:

- **(i) details of the three most significant disputes, litigation, arbitration or mediation in terms of monetary amount involved;**
- **(ii) the total number of cases (excluding the three most significant disputes, litigation, arbitration or mediation in terms of monetary amount involved); and**
- **(iii) the total amount or estimated amount involved (excluding the three most significant disputes, litigation, arbitration or mediation in terms of monetary amount involved).**

Additionally, if the individual is a defendant or respondent to:

- **(i) any ongoing dispute, litigation, arbitration or mediation; or**
- **(ii) any dispute, litigation, arbitration or mediation which involves fraud, dishonestly or misfeasance,**

please provide details of each such case.

16.2.9: Individual's character

* 16.2.9.1 Has the individual ever been charged with any criminal offence other than a minor offence[1]?	☐ Yes	☐ No
* 16.2.9.2 Has the individual ever been convicted of any criminal offence other than a minor offence[2]?	☐ Yes	☐ No
* 16.2.9.3 Has the individual ever been subject to any order of a court or other competent authority for fraud, dishonesty or misfeasance?	☐ Yes	☐ No
16.2.9.4 If you answer "Yes" to any of the questions in sections 16.2.9.1 to 16.2.9.3, please provide details of the case(s) or matter(s) in a separate document and upload it under section 16.4 of this form.		

Notes to section 16.2.9:

1 Where the individual has been charged with any such offence but not convicted, or the offence charged resulted in a conviction which was subsequently quashed, you are still obliged to disclose details to the offence involved and the relevant conviction (if any) to the Commission.

2 Where the conviction of any such offence was subsequently quashed, you are still obliged to disclose details of the offence involved and the relevant conviction to the Commission.

16.2.10: Additional information about the individual

* 16.2.10.1 Have you answered "Yes" to any of the questions in sections 16.2.7.1 to 16.2.9.3?	☐ Yes	☐ No

If yes, please explain why the individual's role in your business and operations will not affect your fitness and properness to remain an ASR in the light of the "Yes" answer(s).

* 16.2.10.2 Please submit your new shareholding chart showing all your corporate and individual shareholders (with their percentage of holdings and complete official names) and include the following information:

- all ultimate beneficial owners;
- all entities within the same corporate group that are listed companies, or approved by or registered with any authority or regulatory body, or applying to be listed or so approved or registered; and
- all "associate" relationships.

Note: Please complete this section 16.2.10.2 if the individual is:
(i) a substantial shareholder of yours;
(ii) a director of a substantial shareholder yours; or
(iii) a substantial shareholder of a substantial shareholder of yours.

* 16.2.10.3 Please submit a new organizational chart depicting your management and governance structure, business and operational units and key human resources and their respective reporting lines. The new chart should include the following information:

- all your persons-in-charge of core functions;
- their respective reporting lines (ie, the job titles of the persons to whom they report within your corporation and, if applicable, within your corporate group); and
- the job titles of the persons reporting directly to them in relation to your operations.

Note: Please complete this section 16.2.10.3 if the individual:
(i) is, or is proposed to be, appointed or employed by you as an officer or senior employee;
(ii) is a director of yours;
(iii) has been appointed by your board of directors as a person-in-charge of core function(s);
(iv) is your designated signatory; or
(v) is not any of the above, but is a person in accordance with whose directors or instructions you or any of your directors, officers or senior employees is/are accustomed or obliged to act.

* 16.2.10.4 Please provide the effective date of addition of relationship of a new individual with the ASR.

Effective date of addition (DD/MM/YYYY)	

16.3 Change in the particulars or other information of an individual with whom you have an existing relationship

* 16.3.1 Please provide the following information regarding the change.

Full name of the individual (English)	
Full description of the change	

Effective date of the change (DD/MM/YYYY)	
Reason for the change	

16.4 Any further information you consider relevant to any change indicated under this section 16 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 17: Change in Basic/Relevant Information in respect of a Corporation/Partnership

Note: Please complete this section 17 in respect of any corporation or partnership that ceases or begins to have a relationship with you of the kind described in the table under section 17.2.1, or any corporation or partnership that has such an existing relationship with you and whose particulars or information (as previously reported to the Commission) have changed.

*** 17.1 Cessation of your existing relationship with a corporation or partnership**

17.1.1 Please provide the following information regarding the corporation/partnership.

Full name (English)	
Effective date of the cessation (DD/MM/YYYY)	
Reason for the cessation	

17.1.2 Please submit your new shareholding chart showing all your corporate and individual shareholders (with their percentage of holdings and complete official names) and include the following information:

- all ultimate beneficial owners;
- all entities within the same corporate group that are listed companies, or approved by or registered with any authority or regulatory body, or applying to be listed or so approved or registered; and
- all "associate" relationships.

Note: Please complete this section 17.1.2 if the corporation/partnership is:
(i) a substantial shareholder of yours;
(ii) a director of a substantial shareholder of yours; or
(iii) a substantial shareholder of a substantial shareholder of yours.

17.1.3 Please submit a new organizational chart depicting your management and governance structure, business and operational units and key human resources and their respective reporting lines. The new chart should include the following information:

- all your persons-in-charge of core functions;
- their respective reporting lines (ie, the job titles of the persons to whom they report within your corporation and, if applicable, within your corporate group); and
- the job titles of the persons reporting directly to them in relation to your operations.

Note: Please complete this section 17.1.3 if the corporation/partnership:
(i) is, or is proposed to be, appointed or employed by you as an officer or senior employee;
(ii) is a director of yours; or
(iii) is not any of the above, but is a person in accordance with whose directors or instructions you or any of your directors, officers or senior employees is/are accustomed or obliged to act.

17.2 Establishment of a new relationship between you and a corporation or partnership

17.2.1: Relationship with the corporation/partnership

* Please indicate the corporation's/partnership's relationship with you.

☐	The corporation is an officer of yours.
☐	The corporation is proposed to be an officer of yours.
☐	The corporation is a senior employee of yours.
☐	The corporation is proposed to be a senior employee of yours.
☐	The corporation/partnership is associated with you in the course of providing securities registrar services.
☐	The corporation/partnership is proposed to be associated with you in the course of providing securities registrar services.
☐	The corporation is a director of yours.
☐	The corporation/partnership is a substantial shareholder of yours.
☐	The corporation is a director of a substantial shareholder of yours that is a corporation.
☐	The corporation/partnership is a substantial shareholder of a substantial shareholder of yours that is a corporation.
☐	The corporation is a subsidiary of yours, and its business or operations may have a material impact on your fitness and properness to provide any securities registrar services.
☐	The corporation is a related corporation of yours, and its business or operations may have a material impact on your fitness and properness to provide any securities registrar services.
☐	The corporation/partnership is a person (other than any of the above) in accordance with whose directions or instructions, your or any of your directors, officers or senior employees is/are accustomed or obliged to act.

17.2.2: Corporation's/Partnership's name and other particulars

17.2.2.1 Please provide the following information about the corporation's/partnership's current names.

* Full corporate/partnership name (English)	
Full corporate/partnership name (Chinese)	
* Business name (English)	
Business name (Chinese)	

* 17.2.2.2 Did the corporation/partnership ever have a different full corporate/partnership name (whether English or Chinese)? ☐ Yes ☐ No

If yes, please provide the following information about the corporation's/partnership's former full corporate/partnership name(s).

Former full corporate/partnership name	
Date from which this former name was used (DD/MM/YYYY)	
Date until which this former name was used (DD/MM/YYYY)	

* 17.2.2.3 Did the corporation/partnership ever have a different business name (whether English or Chinese)? ☐ Yes ☐ No

If yes, please provide the following information about the corporation's/partnership's former full business name(s).

Former business name	
Date from which this former business name was used (DD/MM/YYYY)	
Date until which this former name business was used (DD/MM/YYYY)	

17.2.2.4 If the corporation/partnership has previously changed its full corporate/partnership name or business name, please provide the relevant supporting documents.

17.2.2.5 Please provide the following information and documents about the corporation's/partnership's presence and business in Hong Kong.

* Place of incorporation (in the case of a corporation) or establishment (in the case of a partnership)	
* Date of incorporation/establishment (DD/MM/YYYY)	
Date of registration as a "registered non-Hong Kong company" (as defined in the Companies Ordinance) (DD/MM/YYYY) **Note: Only applicable in the case of a corporation that is a registered non-Hong Kong company under the Companies Ordinance.**	

* Has the corporation re-domiciled since its incorporation?	☐ Yes	☐ No
If yes, please provide the following information about places of domicile.		
Current place(s) of domicile		
Jurisdiction		
From date (DD/MM/YYYY)		
Please provide a copy of the Certificate of Re-domiciliation in the current place.		
Former place(s) of domicile		
Jurisdiction		
From date (DD/MM/YYYY)		
To date (DD/MM/YYYY)		
Please provide supporting documents for deregistration from the previous place of domicile (if applicable).		

* A copy of the certificate of incorporation (in the case of a corporation) or other equivalent document (in the case of a partnership)	
* Hong Kong business registration certificate number (the first 8 digits/unique business identifier) **Note: Only applicable in the case of a corporation/ partnership that carries on business in Hong Kong.**	
* A copy of the corporation's/partnership's business registration certificate (if any)	

17.2.3: Corporation's/Partnership's contact information

17.2.3.1 Please provide the corporation's/partnership's Email and website addresses.

* Email address	
Website address	

17.2.3.2 Please provide details of the corporation's/partnership's business addresses and contact numbers.

Note: Details provided should include the addresses and numbers for the corporation's/partnership' "principal place of business" and "registered office".

* (a) Please indicate which of the following you are providing details for.

☐ Principal place of business

☐ Registered office

☐ Correspondence address

(b) English address

* Country/Region	
* Flat, floor and block number	
* Building name, street number and name	
* District and city	
Postal code (if any)	

(c) Chinese address

Flat, floor and block number	
Building name, street number and name	
District and city	
Postal code (if any)	

(d) Contact numbers for these premises

* Primary contact number	
Secondary contact number	
Facsimile number	

17.2.4: Business activities and background

* 17.2.4.1 Is the corporation/partnership listed in Hong Kong or elsewhere? ☐ Yes ☐ No

If yes, please provide the following information regarding its listing.

Name of the exchange on which it is listed	
Stock code	

* 17.2.4.2 Is the corporation/partnership part of a corporate group? ☐ Yes ☐ No

If yes, please provide the following information about the group.

Name of the corporate group	
Principal business of the group	

* 17.2.4.3 Please describe the corporation's/partnership's business activities and operations over the last three years, highlighting in particular any activities similar to the provision of securities registrar services.

* 17.2.4.4 Will there be any interconnectedness between your business and operations and those of the corporation/partnership (eg, will financial or other resources be shared or provided by one to the other)? ☐ Yes ☐ No

If yes, please provide details of the interconnectedness.

17.2.5: Corporation's/Partnership's management

17.2.5.1 Please provide the full name and nature of each director (in the case of a corporation) and each other equivalent office holder (in the case of a partnership).

* Nature	☐ Corporate	☐ Individual
* Full name (English)		
Full name (Chinese)		

* 17.2.5.2 Is/will the director or equivalent office holder be involved in your daily operations and management? ☐ Yes ☐ No

If yes, please provide a brief description of the role, job duties and authority of the director or equivalent office holder.

17.2.6: Persons associated with you

Note: Please complete this section 17.2.6 if the corporation/partnership is, or is proposed to be, associated with you in the course of your providing securities registrar services.

* 17.2.6.1 Please provide details of the corporation's/partnership's association, or proposed association, with you, including details of its relationship with you, and the task(s), function(s) or role(s) that it will perform in connection with your provision of securities registrar services.

17.2.7: Substantial shareholders

Note: Please complete this section 17.2.7 if the corporation/partnership is a substantial shareholder of yours.

* 17.2.7.1 Is the corporation/partnership the ultimate beneficial owner of its shareholding (direct or indirect) in you the ASR? ☐ Yes ☐ No

If no, please provide: (i) the name(s) of the ultimate beneficial owner(s); (ii) their respective portion of the corporation's/partnership's shareholding; and (iii) the corporation's/partnership's relationship with the ultimate beneficial owner(s).

* 17.2.7.2 Please provide a description of the holding(s), interest(s) or relationship(s) that make the corporation/partnership (whether alone or with any other person) a substantial shareholder of you the ASR.

* 17.2.7.3 Please indicate when the corporation/partnership became a substantial shareholder of you the ASR.

* 17.2.7.4 Please provide a brief description of the financial resources available to the corporation/partnership for the purposes of funding its financial commitment/obligations to you as substantial shareholder.

* 17.2.7.5 Please provide a brief description of any other material financial commitments of the corporation/partnership, other than as your substantial shareholder.

* 17.2.7.6 Will the corporation/partnership be involved in any aspect of your business, operations or management? ☐ Yes ☐ No

If yes, please provide details of the corporation's/partnership's role, job duties and authority, and the person to whom it will report.

* 17.2.7.7 Is the substantial shareholder a corporation or partnership?

☐ Corporation **Note: Please provide the further information required under section 17.2.7.8. You may ignore section 17.2.7.9.**	☐ Partnership **Note: Please provide the further information required under section 17.2.7.9. You may ignore section 17.2.7.8.**

17.2.7.8 If the substantial shareholder is a corporation, please provide the following information about its capital structure.

* Class(es) of shares	
* Number of issued shares	
Issued share capital (HKD)	
Par value (if any)	
Number of authorised shares (if any)	
Authorised share capital (HKD) (if any)	
Premium paid (HKD) (if any)	
* Paid-up share capital (HKD)	
* Unpaid share capital (HKD)	
* Have any of the corporation's shares been issued for consideration other than cash? ☐ Yes ☐ No	
If yes, please provide details (including the class of shares, number of shares, and type and value of consideration).	

* 17.2.7.9 If the substantial shareholder is a partnership, please provide a brief description of the partnership, including: when and under which laws the partnership was established, its nature (eg, limited), the names of each partner, when they became partners, their respective share/interest in the partnership and any differences in their rights and liabilities.

Note: Sections 17.2.8.1 to 17.2.10.3 are about the corporation's/partnership's activities both in Hong Kong and elsewhere. You should take all reasonable steps to ensure the completeness, accuracy and veracity of the information provided, and that you are promptly notified of any changes to such information. If there are ongoing investigations which cannot be lawfully disclosed, you should notify the Commission of the results within seven business days after you become aware of the completion of the investigations.

17.2.8: Disciplinary actions and investigations

17.2.8.1 Has:

- the corporation/partnership (or any partner of the partnership);

- a company of which the corporation/partnership (or any partner of the partnership) is or was a director;
- a company of which the corporation/partnership (or any partner of the partnership) is or was involved in the management; or
- a company of which the corporation/partnership (or any partner of the partnership) is or was a substantial shareholder,

ever been refused or restricted from the right to carry on any trade, business or profession for which a specific licence, registration or other authorisation is required by law by:

*(a)	the Commission[1]; or	☐ Yes	☐ No
*(b)	any professional or regulatory body (including a clearing house, central securities depository or stock or futures exchange)?	☐ Yes	☐ No

17.2.8.2 In the past five years, has:

- the corporation/partnership (or any partner of the partnership);
- a company of which the corporation/partnership (or any partner of the partnership) is or was a director;
- a company of which the corporation/partnership (or any partner of the partnership) is or was involved in the management; or
- a company of which the corporation/partnership (or any partner of the partnership) is or was a substantial shareholder,

been:

- censured, disciplined or disqualified by:

*(a)	the Commission[1]; or	☐ Yes	☐ No
*(b)	any professional or regulatory body (including a clearing house, central securities depository or stock or futures exchange) in relation to any trade, business or profession; or	☐ Yes	☐ No

- the subject of an investigation conducted by:

*(a)	the Commission[1]; or	☐ Yes	☐ No
*(b)	any regulatory, criminal investigatory or professional body (eg, disciplinary tribunal, inspector appointed under any enactment)[2]?	☐ Yes	☐ No

17.2.8.3 Are there any disciplinary actions or proceedings pending against:

- the corporation/partnership (or any partner of the partnership);
- a company of which the corporation/partnership (or any partner of the partnership) is or was a director;

- a company of which the corporation/partnership (or any partner of the partnership) is or was involved in the management; or
- a company of which the corporation/partnership (or any partner of the partnership) is or was a substantial shareholder,

in relation to any trade, business or profession? ☐ Yes ☐ No

17.2.8.4 Has:
- the corporation/partnership (or any partner of the partnership);
- a company of which the corporation/partnership (or any partner of the partnership) is or was a director;
- a company of which the corporation/partnership (or any partner of the partnership) is or was involved in the management; or
- a company of which the corporation/partnership (or any partner of the partnership) is or was a substantial shareholder,

ever been:

*(a) investigated about any offence involving fraud or dishonesty[3]; or ☐ Yes ☐ No

*(b) adjudged by a court to be civilly liable for fraud, dishonesty or misfeasance? ☐ Yes ☐ No

17.2.8.5 Has the corporation ever been disqualified by a court from being a director of a corporation, or the equivalent, in another jurisdiction? ☐ Yes ☐ No

17.2.8.6 If you answer "Yes" to any of the questions in sections 17.2.8.1 to 17.2.8.5, please provide the following information in a tabular format in a separate document and upload it under section 17.4 of this form:
- date of the event(s);
- name of regulatory, criminal investigatory or professional body(ies) concerned;
- description of the case(s);
- the corporation's/partnership's role or involvement in the case(s);
- outcome or current status (eg, ongoing, settled, etc); and
- contingent liability (if any).

Notes to section 17.2.8:

1 You must answer this question and there is no need to seek the Commission's specific consent. Please refer to https://www.sfc.hk/web/EN/regulatory-functions/enforcement/secrecy-provision.html for more information or seek independent legal advice.

2 Where there has been no further disciplinary or enforcement action taken by the regulatory, criminal investigatory or professional body as a result of the investigation for a prolonged period, or the corporation/partnership/partner (or the company) has been informed by the regulatory, criminal investigatory or professional body that no such action would be taken, you are still obliged to disclose details of the investigation to the Commission.

3 Where the corporation/partnership/partner (or the company) has been investigated about any such offence but no prosecution has been instituted as a result of the investigation for a prolonged period, or the corporation/partnership/partner (or the company) has been informed that such prosecution would not be instituted, or the investigation of any such offence resulted in a conviction which was subsequently quashed, you are still obliged to disclose details of the offence involved and the relevant conviction (if any) to the Commission.

17.2.9: Corporation's/Partnership's financial status

17.2.9.1	In the past five years, has the corporation/partnership (or a partner of the partnership) been a defendant or respondent[1] to:		
	*(a) any dispute, civil litigation, arbitration or mediation, the nature of which involves fraud, dishonesty or misfeasance; or	☐ Yes	☐ No
	*(b) any dispute, civil litigation, arbitration or mediation with any person(s) in relation to the provision of financial services where the dispute, civil litigation, arbitration or mediation is of material financial implication (eg, involves either: (i) claim(s), liability or contingent liability of an amount which is equal to or greater than 1% of the corporation's/partnership's current shareholders' equity or net assets; (ii) case(s) that is/are disclosed in the corporation's/partnership's audited annual financial statement(s); or (iii) in the case of a partner, an amount in excess of HK$100,000 or its equivalent?	☐ Yes	☐ No

17.2.9.2	In the past five years, has the corporation/partnership (or a partner of the partnership):		
	*(a) been a party to a scheme of arrangement; or	☐ Yes	☐ No
	*(b) entered into any form of compromise with the corporation's/partnership's/partner's creditor(s),	☐ Yes	☐ No
	involving an amount which is equal to or greater than 1% of the corporation's/partnership's current shareholders' equity or net assets, or (in the case of the partner) an amount in excess of HK$100,000 or its equivalent?		

* 17.2.9.3	Are there any judgements or court orders with which the corporation/partnership (or a partner of the partnership) has not complied?	☐ Yes	☐ No

* 17.2.9.4	Has the corporation/partnership (or partner of the partnership) ever had a receiver, administrator or liquidator appointed to manage its affairs?	☐ Yes	☐ No

* 17.2.9.5	Has the corporation/partnership ever been served with a winding-up petition, or a partner of the partnership ever been bankrupt, or served with a bankruptcy petition?	☐ Yes	☐ No

* 17.2.9.6	Has the corporation/partnership (or a partner of the partnership) ever been a director, substantial shareholder, or involved in the management of a corporation which was wound up other than by a member's voluntary winding up?	☐ Yes	☐ No

* 17.2.9.7	Has the corporation/partnership (or a partner of the partnership) ever been a partner of a firm which was dissolved otherwise than with the consent of all the partners?	☐ Yes	☐ No

17.2.9.8 If you answer "Yes" to any of the questions in section 17.2.9.1, please provide the following information in a tabular format in a separate document and upload it under section 17.4 of this form:

- date of the event(s);
- description of the case(s);
- amount(s) or estimated amount(s) involved;
- financial implication of the claims, liabilities or contingent liabilities (ie, amount(s) or estimated amount(s) involved as a % of the corporation's/partnership's current shareholders' equity or net assets, or the partner's personal wealth); and
- outcome or current status of the case(s) (eg, dismissed, settled, under appeal, etc).

17.2.9.9 If you answer "Yes" to any of the questions in section 17.2.9.2, please provide the following information in a tabular format in a separate document and upload it under section 17.4 of this form:

- the nature and purpose of the scheme(s) of arrangement or compromise(s);
- party(ies) involved in the arrangement(s) or compromise(s);
- date of the arrangement(s) or compromise(s);
- total amount(s) involved;
- outstanding amount(s); and
- repayment schedule(s) or details.

17.2.9.10	If you answer "Yes" to any of the questions in sections 17.2.9.3 to 17.2.9.7, please provide details of the case(s) or matter(s) in a separate document and upload it under section 17.4 of this form.

Notes to section 17.2.9:

1 This includes a claim or counterclaim.

2 Where there are more than three closed disputes, litigation, arbitration or mediation, please only provide:

- **(i) details of the three most significant disputes, litigation, arbitration or mediation in terms of monetary amount involved;**
- **(ii) the total number of cases (excluding the three most significant disputes, litigation, arbitration or mediation in terms of monetary amount involved); and**
- **(iii) the total amount or estimated amount involved (excluding the three most significant disputes, litigation, arbitration or mediation in terms of monetary amount involved).**

Additionally, if the corporation/partnership is a defendant or respondent to:

- **(i) any ongoing dispute, litigation, arbitration or mediation; or**
- **(ii) any dispute, litigation, arbitration or mediation which involves fraud, dishonestly or misfeasance,**

please provide details of each such case.

17.2.10: Corporation's/Partnership's character

* 17.2.10.1	Has the corporation/partnership (or any partner of the partnership) ever been charged with any criminal offence other than a minor offence[1]?	☐ Yes	☐ No
* 17.2.10.2	Has the corporation/partnership (or any partner of the partnership) ever been convicted of any criminal offence other than a minor offence[2]?	☐ Yes	☐ No
* 17.2.10.3	Has the individual ever been subject to any order of a court or other competent authority for fraud, dishonesty or misfeasance?	☐ Yes	☐ No

17.2.10.4	If you answer "Yes" to any of the questions in sections 17.2.10.1 to 17.2.10.3, please provide details of the case(s) or matter(s) in a separate document and upload it under section 17.4 of this form.

Notes to section 17.2.10:

1 Where the corporation/partnership/partner has been charged with any such offence but not convicted, or the offence charged resulted in a conviction which was subsequently quashed, you are still obliged to disclose details of the offence involved and the relevant conviction (if any) to the Commission.

2 Where the conviction of any such offence was subsequently quashed, you are still obliged to disclose details of the offence involved and the relevant conviction to the Commission.

17.2.11: Additional information about the corporation/partnership

* 17.2.11.1 Have you answered "Yes" to any of the questions in sections 17.2.8.1 to 17.2.10.3? ☐ Yes ☐ No

If yes, please explain why the corporation's/partnership's/partner's role in your business and operations will not affect your fitness and properness to remain an ASR in the light of the "Yes" answer(s).

* 17.2.11.2 Please submit your new shareholding chart showing all your corporate and individual shareholders (with their percentage of holdings and complete official names) and include the following information:

- all ultimate beneficial owners;
- all entities within the same corporate group that are listed companies, or approved by or registered with any authority or regulatory body, or applying to be listed or so approved or registered; and
- all "associate" relationships.

Note: Please complete this section 17.2.11.2 if the corporation/partnership is:
(i) a substantial shareholder of yours;
(ii) a director of a substantial shareholder of yours; or
(iii) a substantial shareholder of a substantial shareholder of yours.

17.2.11.3 Please submit a new organizational chart depicting your management and governance structure, business and operational units and key human resources and their respective reporting lines. The new chart should include the following information:

- all your persons-in-charge of core functions;
- their respective reporting lines (ie, the job titles of the persons to whom they report within your corporation and, if applicable, within your corporate group); and
- the job titles of the persons reporting directly to them in relation to your operations.

Note: Please complete this section 17.2.11.3 if the corporation/partnership:
(i) is proposed to be, appointed or employed by you as an officer or senior employee;
(ii) is a director of yours; or
(iii) is not any of the above, but is a person in accordance with whose directors or instructions you or any of your directors, officers or senior employees is/are accustomed or obliged to act.

17.2.11.4 Please provide the effective date of addition of relationship with a new corporation/partnership with the ASR.

Effective date of addition (DD/MM/YYYY)	

17.3 Change in particulars of a corporation or partnership with whom you have an existing relationship

17.3.1 Please provide the following information regarding the change.

Full name of corporation/partnership (English)	
Full description of the change	
Effective date of the change (DD/MM/YYYY)	
Reason for the change	

17.4 Any further information you consider relevant to any change indicated under this section 17 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 18 – Declaration and Signature

We, _____:
Name of the ASR submitting this notification

- **declare** that all the information provided in this notification and any associated documentation is complete, true and correct;
- **understand** that providing false or misleading information in support of this notification is an offence under section 384 of the SFO;
- **understand** that the Commission may take criminal and/or disciplinary action against a person who has made a false or misleading representation in, or in support of, this notification;
- **understand** that if any information contained in this notification or any associated documentation changes prior to the Commission making a decision in respect of any related application or matter, we should immediately notify the Commission in writing of the change; and
- **understand** that the Commission may make such enquiries and seek such further information as it thinks appropriate.

This notification must be signed and submitted by an individual who is a director, or who is authorized by your board of directors to do so.

For and on behalf of:

_____

Name of the ASR submitting this notification

Name of the director or other individual authorised by the board of directors to sign and submit this notification	Signature	Date

Note: For notifications submitted electronically via the SFC's WINGS platform, please enter the name of the individual authorized by you to submit this notification in the "Signature" box. By doing so and clicking "Sign", the individual agrees that he/she will be signing this notification electronically and that his/her electronic signature will be legally binding on him/her to the same extent as a wet-ink signature.

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

Post-approval Application by an Approved Securities Registrar

Specified under section 402 of the Securities and Futures Ordinance (Cap. 571)

Form 3

Warning

All information and documents submitted to the Commission must be true, accurate and complete.

Under section 383(1) of the Securities and Futures Ordinance, a person commits an offence if:

(a) he, in support of any application made to the Commission under or pursuant to any provision of the SFO, whether for himself or for another person, makes a representation, whether in writing, orally or otherwise, that is false or misleading in a material particular; and

(b) he knows that, or is reckless as to whether, the representation is false or misleading in a material particular.

The punishment for the above offence is a fine of up to HK$1 million and imprisonment for up to 2 years.

Instructions

1. This form is to be filled in by an approved securities registrar when making an application for approval to do any of the following:
   (i) alter the date on which the registrar's financial year ends — rule 15(2)(a) of the ASR Rules;
   (ii) adopt as the registrar's financial year, any period that exceeds 12 months — rule 15(2)(b) of the ASR Rules;
   (iii) extend the deadline for submitting the registrar's audited accounts and other documents — rule 16(5)(a) of the ASR Rules; and
   (iv) cease to act as the securities registrar for any prescribed securities — rule 25(2) of the ASR Rules.
2. Please fill in all relevant sections of this form and ensure that all information required has been provided. Mandatory fields (within relevant sections) are marked with an asterisk (*).
3. Incomplete applications may increase the time taken for the Commission to process your

application or may be returned.

4. If the Commission is satisfied that a person has **substantial practical difficulties** in complying with any of the requirements under this form, it may exercise its discretion to dispense with the requirements to such extent as it considers necessary. If you consider that you have **substantial practical difficulties** in complying with any requirements under this form, please enclose a separate document setting out your **substantial practical difficulties** for the Commission's consideration. Please note that the Commission will only exercise its discretion under special circumstances.

5. If there is any change to the information provided in support of this application before it is concluded, you should notify the Commission in writing immediately after the change takes place. Any change in information may result in delay in processing.

Interpretation

In this form, unless the context requires otherwise, the following terms bear the following meanings:

ASR	an approved securities registrar, as defined in section 1 of Part 1 of Schedule 1 to the SFO
ASR Rules	the Securities and Futures (Approved Securities Registrars) Rules (Cap. 571AT)
Commission or ***SFC***	the Securities and Futures Commission
prescribed securities	as defined in section 1 of Part 1 of Schedule 1 to the SFO
registered holder	as defined in rule 2 of the USM Rules
SFO	the Securities and Futures Ordinance (Cap. 571), and includes any subsidiary legislation made under that ordinance
USM Rules	the Securities and Futures (Uncertificated Securities Market) Rules (Cap. 571AS)
you / your	the applicant / the applicant's

Personal Information Collection Statement

1. This Personal Information Collection Statement ("PICS") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data[1]. The PICS sets out the policies and practices of the Securities and Futures Commission ("SFC") with regard to your Personal Data and what you are agreeing to with respect to the SFC's use of your Personal Data for the purposes identified below.

Purpose of Collection

2. The Personal Data provided in this application form will be used by the SFC for one or more of the following purposes:
    - to administer the relevant provisions[2] and codes and guidelines published by the SFC as in force at the relevant time, including:
        - the Securities and Futures Ordinance ("SFO");
        - the Code of Conduct for Approved Securities Registrars;
        - the Guidelines for Electronic Public Offers;
        - the Codes on Takeovers and Mergers and Share Buy-backs; and
        - the Code on Unit Trusts and Mutual Funds,

      in performing the SFC's statutory functions under the relevant provisions;
    - for research or statistical purposes; and
    - for other purposes as permitted by law.

3. Failure to provide the requested Personal Data may result in the SFC being unable to process your application or perform its statutory functions under the relevant provisions.

Transfer/Matching of Personal Data

4. Personal Data may be disclosed by the SFC to other financial regulators in Hong Kong (including, but not limited to, the Hong Kong Exchanges and Clearing Limited and its regulated subsidiaries and the Hong Kong Monetary Authority), the Hong Kong Police Force, the Customs and Excise Department, overseas regulatory bodies and other government bodies as required or permitted under the law or pursuant to any regulatory/investigatory assistance arrangements between the SFC and other regulators (local/overseas).

5. Personal Data may be disclosed by the SFC to other financial regulators, the Hong Kong Police Force, the Customs and Excise Department, other government bodies, corporations, organisations or individuals in Hong Kong, the People's Republic of China or overseas for the purposes of verifying/matching[3] those data.

[1] Personal Data means personal data as defined in the Personal Data (Privacy) Ordinance, Cap. 486 ("PDPO").

[2] "Relevant provisions" is defined in section 1 of Part 1 of Schedule 1 to the Securities and Futures Ordinance (Cap. 571).

[3] "Matching procedure" is defined in section 2 of the PDPO.

Public Registers

6. The SFC is required to maintain a public register containing specified data and information relating to approved securities registrars ("ASRs") pursuant to section 101AAL of the SFO. Any member of the public may inspect the public register for the purpose of ascertaining whether the person he is dealing with is an ASR, and the particulars of any approval granted to such person.

Access to Data

7. You have the right to request access to and correction of your Personal Data in accordance with the provisions of the PDPO. Your right of access includes the right to obtain a copy of your Personal Data provided in the application form. The SFC has the right to charge a reasonable fee for processing any data access request.

Enquiries

8. Any enquiries regarding the Personal Data provided in this application form, or requests for access to Personal Data or correction of Personal Data, should be addressed in writing to:

   The Data Privacy Officer
   Securities and Futures Commission
   54/F, One Island East
   18 Westlands Road
   Quarry Bay
   Hong Kong

A copy of the Privacy Policy Statement adopted by the SFC is available upon request.

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3	Application for approval to alter the date on which the financial year ends
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5	Application for extension of the time for submitting the audited accounts or other related documents
6	Application for permission to cease to act as the securities registrar for any prescribed securities
7	Declaration and Signature

Section 1: Basic Information

1.1 Please provide the name and CE number of the ASR making this application.

* Name of the ASR (English)	
Name of the ASR (Chinese)	
* CE number	

*** 1.2 Please indicate what you are applying for.**

- ☐ approval under rule 15(2)(a) of the ASR Rules — to alter the date on which the financial year ends
  (You must complete section 3.)
- ☐ approval under rule 15(2)(b) of the ASR Rules — to adopt as the financial year, a period that exceeds 12 months
  (You must complete section 4.)
- ☐ extension under rule 16(5)(a) of the ASR Rules — of the time for submitting the audited accounts or other related documents
  (You must complete section 5.)
- ☐ permission under rule 25(2) of the ASR Rules — to cease to act as the securities registrar for any prescribed securities
  (You must complete section 6.)

Section 2: Contact Information

*** 2.1 Please provide the following details of your contact person for enquiries on this form.**

Full name (English)	
Job title	
Email address	
Contact number	

Section 3: Application for approval to alter the date on which the financial year ends

*** 3.1 Please provide the following information.**

Existing financial year end (DD/MM)	
Proposed financial year end (DD/MM)	
A brief description of your reasons for the proposed change.	

Have you discussed the proposed change with your auditors?	☐ Yes ☐ No
If yes, please provide a brief description of the auditors' views regarding the proposed change.	
If no, why not.	

3.2 Any further information you consider relevant to the application made under this section 3 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 4: Application for approval to adopt as the financial year, a period that exceeds 12 months

*** 4.1 Please provide the following information.**

Existing financial reporting period (DD/MM/YYYY)	From		To	
Proposed financial reporting period (DD/MM/YYYY)	From		To	
A brief description of your reasons for the proposed change.				
Have you discussed the proposed change with your auditors?	☐ Yes ☐ No			
If yes, please provide a brief description of the auditors' views regarding the proposed change.				
If no, why not.				

4.2 Any further information you consider relevant to the application made under this section 4 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 5: Application for extension of the time for submitting the audited accounts or other related documents

*** 5.1 Please provide the following information.**

To which document(s) does this application relate?	☐ audited financial statements for a financial year with auditor's report attached ☐ audited financial statements following the cessation of providing securities registrar services with auditor's report attached ☐ total capital expenses projected for 12 months and related breakdown ☐ plan for financing projected capital expenses
Existing due date of submission (DD/MM/YYYY)	
Proposed date of submission (DD/MM/YYYY)	
A brief description of your reasons for the proposed extension. (Please include sufficient information to explain the duration of the extension sought.)	

5.2 Any further information you consider relevant to the application made under this section 5 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 6: Application for permission to cease to act as the securities registrar for any prescribed securities

*** 6.1 Please provide the following information.**

Name of the prescribed securities for which you propose to cease to act as the securities registrar	
Stock code of the prescribed securities involved	
Effective date of the proposed cessation (DD/MM/YYYY)	
A brief description of your reasons for the proposed cessation. (Please include details of: (i) the date from when you began to act as the securities registrar for the securities concerned; (ii) if your reasons for ceasing are triggered by a particular event or matter, details of that matter or event and when it occurred; (iii) whether you act as the securities registrar for other securities issued by the same issuer as the issuer of the securities concerned, and if yes, whether you will continue to act as the securities registrar for those securities; and (iv) any other information we would reasonably expect you to provide.)	
Have you approached the issuer of the prescribed securities for consent to act as the securities registrar?	☐ Yes ☐ No
If yes, details of when you first approached the issuer, and the issuer's reasons for not consenting to the cessation.	
If no, a brief description of why you have not approached the issuer.	
A brief description of how you propose to deal with the issuer's records (as specified in rule 26(3) of the ASR Rules) if your application for cessation is approved, and related timeline. (Please include details of: (i) the individual to whom you propose to transfer the records, and their relationship to the issuer; (ii) the address to which the records will be delivered, and its relation to	

the issuer; (iii) how delivery is expected to be acknowledged; (iv) alternative/contingency arrangements if delivery is not acknowledged; (v) related timelines for each of the above; and (vi) any other information we would reasonably expect you to provide.)	
A brief description of how you propose to conclude any transfer or other instructions from registered holders of the securities concerned prior to ceasing to act as the securities registrar for those securities. (Please include details of: (i) any such instructions that are currently pending; (ii) whether you reasonably expect to receive any such instructions between now and the date of your proposed cessation; (iii) how you propose to handle such instructions; and (iv) any other information we would reasonably expect you to provide.)	

6.2 Any further information you consider relevant to the application made under this section 6 which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 7 – Declaration and Signature

We, _____:
Name of the applicant

- **declare** that all the information provided in this application form and any associated documentation is complete, true and correct;
- **understand** that providing false or misleading information in support of this application is an offence under section 383 of the SFO;
- **understand** that the Commission may take criminal and/or disciplinary action against a person who has made a false or misleading representation in, or in support of, this application;
- **understand** that if any information contained in this application or any associated documentation changes prior to the Commission making a decision in respect of this application, we should immediately notify the Commission in writing of the change; and

- **understand** that the Commission may make such enquiries and seek such further information as it thinks appropriate.

This application must be signed and submitted by an individual who is a director, or who is authorized by your board of directors to do so.

For and on behalf of:

_____

Name of the ASR making this application

Name of the director or other individual authorised by the board of directors to sign and submit this application	Signature	Date

Note: For applications submitted electronically via the SFC's WINGS platform, please enter the name of the individual authorized by you to submit this application in the "Signature" box. By doing so and clicking "Sign", the individual agrees that he/she will be signing this application electronically and that his/her electronic signature will be legally binding on him/her to the same extent as a wet-ink signature.

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

Notification/Reporting of Matters by an Approved Securities Registrar to the Commission

Specified under section 402 of the Securities and Futures Ordinance (Cap. 571)

Form 4

Warning

All information and documents submitted to the Commission must be true, accurate and complete.

Under section 384(1) of the Securities and Futures Ordinance, a person commits an offence if:

(a) he, in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions, provides to a specified recipient any information which is false or misleading in a material particular; and

(b) he knows that, or is reckless as to whether, the information is false or misleading in a material particular.

Under section 384(3) of the Securities and Futures Ordinance, a person commits an offence if:

(a) he, otherwise than in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions but in connection with the performance by a specified recipient of a function under any of the relevant provisions, provides to the specified recipient any record or document which is false or misleading in a material particular; and

(b) he –

(i) knows that, or is reckless as to whether, the record or document is false or misleading in a material particular; and

(ii) has, in relation to the provision of the record or document, received prior written warning from the specified recipient to the effect that the provision of any record or document which is false or misleading in a material particular in the circumstances of the case would constitute an offence under this subsection.

The punishment for the above offence is a fine of up to HK$1 million and imprisonment for up to 2 years.

A “specified recipient” includes the Commission.

Instructions

1. This form is to be filled in by an approved securities registrar when notifying and/or reporting a matter to the Commission under rule 9, rule 18, rule 23 or rule 28 of the ASR

Rules, or under section 5.4, section 10.3 or section 10.4 of the ASR Code of Conduct.

2. Please fill in all relevant sections of this form and ensure that all information required has been provided. Mandatory fields (within relevant sections) are marked with an asterisk (*).

3. Incomplete notifications/reporting may increase the time taken for the Commission to process your notification/reporting.

4. If the Commission is satisfied that a person has **substantial practical difficulties** in complying with any of the requirements under this form, it may exercise its discretion to dispense with the requirements to such extent as it considers necessary. If you consider that you have **substantial practical difficulties** in complying with any requirements under this form, please enclose a separate document setting out your **substantial practical difficulties** for the Commission's consideration. Please note that the Commission will only exercise its discretion under special circumstances.

5. If there is any change to the information provided in support of this notification/reporting before it is concluded, you should notify the Commission in writing immediately after the change takes place. Any change in information may result in delay in processing.

Interpretation

In this form, unless the context requires otherwise, the following terms bear the following meanings:

ASR	an approved securities registrar, as defined in section 1 of Part 1 of Schedule 1 to the SFO
ASR Code of Conduct	the Code of Conduct for Approved Securities Registrars
ASR Rules	the Securities and Futures (Approved Securities Registrars) Rules (Cap. 571AT)
Commission or ***SFC***	the Securities and Futures Commission
HKEX	Hong Kong Exchanges and Clearing Limited
issuer-client	as defined in rule 2 of the ASR Rules
operational incident	as defined in rule 17(6) of the ASR Rules
securities holder	as defined in rule 2 of the ASR Rules
service facilities incident	as defined in rule 17(6) of the ASR Rules

SFO	the Securities and Futures Ordinance (Cap. 571), and includes any subsidiary legislation made under that ordinance
you/your	the ASR submitting this notification/reporting to the Commission / relating to such ASR

Personal Information Collection Statement

1. This Personal Information Collection Statement ("PICS") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data[1]. The PICS sets out the policies and practices of the Securities and Futures Commission ("SFC") with regard to your Personal Data and what you are agreeing to with respect to the SFC's use of your Personal Data for the purposes identified below.

Purpose of Collection

2. The Personal Data provided in this notification/reporting will be used by the SFC for one or more of the following purposes:
   - to administer the relevant provisions[2] and codes and guidelines published by the SFC as in force at the relevant time, including:
     - the Securities and Futures Ordinance ("SFO");
     - the Code of Conduct for Approved Securities Registrars;
     - the Guidelines for Electronic Public Offers;
     - the Codes on Takeovers and Mergers and Share Buy-backs; and
     - the Code on Unit Trusts and Mutual Funds,

     in performing the SFC's statutory functions under the relevant provisions;
   - for research or statistical purposes; and
   - for other purposes as permitted by law.

3. Failure to provide the requested Personal Data may result in the SFC being unable to process your notification/reporting or perform its statutory functions under the relevant provisions.

Transfer/Matching of Personal Data

4. Personal Data may be disclosed by the SFC to other financial regulators in Hong Kong (including, but not limited to, the Hong Kong Exchanges and Clearing Limited and its regulated subsidiaries and the Hong Kong Monetary Authority), the Hong Kong Police Force, the Customs and Excise Department, overseas regulatory bodies and other

[1] Personal Data means personal data as defined in the Personal Data (Privacy) Ordinance, Cap. 486 ("PDPO").

[2] "Relevant provisions" is defined in section 1 of Part 1 of Schedule 1 to the Securities and Futures Ordinance (Cap. 571).

government bodies as required or permitted under the law or pursuant to any regulatory/investigatory assistance arrangements between the SFC and other regulators (local/overseas).

5. Personal Data may be disclosed by the SFC to other financial regulators, the Hong Kong Police Force, the Customs and Excise Department, other government bodies, corporations, organisations or individuals in Hong Kong, the People's Republic of China or overseas for the purposes of verifying/matching[3] those data.

Public Registers

6. The SFC is required to maintain a public register containing specified data and information relating to approved securities registrars ("ASRs") pursuant to section 101AAL of the SFO. Any member of the public may inspect the public register for the purpose of ascertaining whether the person he is dealing with is an ASR, and the particulars of any approval granted to such person.

Access to Data

7. You have the right to request access to and correction of your Personal Data in accordance with the provisions of the PDPO. Your right of access includes the right to obtain a copy of your Personal Data provided in the notification/reporting. The SFC has the right to charge a reasonable fee for processing any data access request.

Enquiries

8. Any enquiries regarding the Personal Data provided in this notification/reporting, or requests for access to Personal Data or correction of Personal Data, should be addressed in writing to:

   The Data Privacy Officer
   Securities and Futures Commission
   54/F, One Island East
   18 Westlands Road
   Quarry Bay
   Hong Kong

A copy of the Privacy Policy Statement adopted by the SFC is available upon request.

[3] "Matching procedure" is defined in section 2 of the PDPO.

Index

Section	Details
1	Basic Information
2	Contact Information
3	Details of the matter being notified/reported and its remediation
4	Additional Information
5	Declaration and Signature

Section 1: Basic Information

1.1 Please provide the name and CE number of the ASR submitting this notification/reporting.

* Name of the ASR (English)	
Name of the ASR (Chinese)	
* CE number	

*** 1.2 Please indicate what notification/reporting you are submitting.**

- ☐ Notification of inability to comply with, or ascertain compliance with, financial resources requirements — rule 9(1) of the ASR Rules
- ☐ Notification of any of the matters specified — rule 9(2) of the ASR Rules
- ☐ Notification of intention to change accounting policies — rule 9(3) of the ASR Rules
- ☐ Notification of a service facilities incident and submission of related report — rule 18(1) of the ASR Rules
- ☐ Notification of an operational incident and submission of related report — rule 18(1) of the ASR Rules
- ☐ Notification of non-compliance with requirements for handling third party money — rule 23 of the ASR Rules
- ☐ Notification of an overseas authority or regulator having sought access to confidential information or data belonging or relating to you, any of your issuer-clients and/or any securities holders — section 5.4(b) of the ASR Code of Conduct
- ☐ Reporting of a serious or high-impact complaint — section 10.3(a) of the ASR Code of Conduct
- ☐ Notification of material non-compliance with applicable laws and regulations by you, or any of your employees, agents or service providers — section 10.4 of the ASR Code of Conduct
- ☐ Notification/reporting of any other matters

*** 1.3 Is this a new submission or a supplementary submission?**

Note: If you have already submitted a notification/reporting in respect of a matter and wish to provide further supplementary information in respect of the same matter, choose "Supplementary submission" and enter your submission reference number to ensure that your initial notification/reporting and supplementary submission are correctly filed together.

☐ New notification/reporting in respect of a matter

☐ Supplementary submission (Please provide the reference number of your original submission.)

Section 2: Contact Information

*** 2.1 Please provide the following details of your contact person for enquiries on this form.**

Full name (English)	
Job title	
Email address	
Contact number	

Section 3: Details of the matter being notified/reported and its remediation

3.1 Please provide the following details of the matter being notified/reported.

* Date of your becoming aware of the matter (DD/MM/YYYY)	
* Time of your becoming aware of the matter	
* Date of the occurrence of the matter (DD/MM/YYYY)	
* Time of the occurrence of the matter	
Impact duration (eg, number of hour(s)/day(s)) (if applicable)	
* Detailed description of the matter, including how it arose, how it was discovered, the scope of its impact (actual and potential), and details of its root cause (to the extent known)	
Number of issuer-client(s) impacted (if any)	
Number of securities holder(s) impacted (if any)	
Description and number of other persons impacted (if any)	
Description of the nature and number of complaint(s) and/or enquiry(ies) received (if any)	
Estimated amount of any financial loss incurred or expected to be incurred,	

including any compensation or other similar amount that may be payable (HKD)	
Has any internal or other investigation been conducted into the matter (whether by you or any other person)?	☐ Yes ☐ No
If yes, please provide the investigation report, and if the report is not yet available, please provide an estimate of when it can be provided.	

3.2 Please provide the following information about the remedial action(s) taken or proposed to be taken.

Detailed description of any remedial action(s) taken, being taken or proposed to be taken, to address the matter and prevent its recurrence, and why you consider these to be sufficient	
Target completion date(s)/Completion date(s) of the remedial action(s)	
Detailed description of any review(s)/check(s) conducted after the completion date to ensure the suitability and sufficiency of the remedial action(s) taken	
Detailed description of any internal disciplinary action(s) taken, being taken or proposed to be taken	
Has the matter been, or will it be, reported to any other local/overseas regulatory body(ies) (eg, HKEX) and/or enforcement agency(ies)?	☐ Yes ☐ No
If yes, please provide details of the body(ies) and agency(ies) to whom the matter has been, or will be, reported.	

Section 4: Additional Information

4.1 Any further information you consider relevant to the notification/reporting which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 5 – Declaration and Signature

We, _____:
Name of the ASR submitting this notification/reporting

- **declare** that all the information provided in this notification/reporting and any associated documentation is complete, true and correct;
- **understand** that providing false or misleading information in support of this notification/reporting is an offence under section 384 of the SFO;
- **understand** that the Commission may take criminal and/or disciplinary action against a person who has made a false or misleading representation in, or in support of, this notification/reporting;
- **understand** that if any information contained in this notification/reporting or any associated documentation changes prior to the Commission making a decision in respect of any related application or matter, we should immediately notify the Commission in writing of the change; and
- **understand** that the Commission may make such enquiries and seek such further information as it thinks appropriate.

This notification/reporting must be signed and submitted by an individual who is a director, or who is authorized by your board of directors to do so.

For and on behalf of:

_____
Name of the ASR submitting this notification/reporting

Name of the director or other individual authorised by the board of directors to sign and submit this notification/reporting	Signature	Date

Note: For notifications/reporting submitted electronically via the SFC's WINGS platform, please enter the name of the individual authorized by you to make this submission in the "Signature" box. By doing so and clicking "Sign", the individual agrees that he/she will be signing this submission electronically and that his/her electronic signature will be legally binding on him/her to the same extent as a wet-ink signature.

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

Periodic Returns by an Approved Securities Registrar

Specified under section 402 of the Securities and Futures Ordinance (Cap. 571)

Form 5

Warning

All information and documents submitted to the Commission must be true, accurate and complete.

Under section 384(1) of the Securities and Futures Ordinance, a person commits an offence if:

(a) he, in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions, provides to a specified recipient any information which is false or misleading in a material particular; and

(b) he knows that, or is reckless as to whether, the information is false or misleading in a material particular.

Under section 384(3) of the Securities and Futures Ordinance, a person commits an offence if:

(a) he, otherwise than in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions but in connection with the performance by a specified recipient of a function under any of the relevant provisions, provides to the specified recipient any record or document which is false or misleading in a material particular; and

(b) he –

(i) knows that, or is reckless as to whether, the record or document is false or misleading in a material particular; and

(ii) has, in relation to the provision of the record or document, received prior written warning from the specified recipient to the effect that the provision of any record or document which is false or misleading in a material particular in the circumstances of the case would constitute an offence under this subsection.

The punishment for the above offence is a fine of up to HK$1 million and imprisonment for up to 2 years.

A "specified recipient" includes the Commission.

Instructions

1. This form is to be filled in by an approved securities registrar when submitting a return under rule 17 of the ASR Rules.

2. Please fill in all relevant sections of this form and ensure that all information required has been provided. Mandatory fields (within relevant sections) are marked with an asterisk (*).

3. Incomplete returns may increase the time taken for the Commission to process your returns.

4. If the Commission is satisfied that a person has **substantial practical difficulties** in complying with any of the requirements under this form, it may exercise its discretion to dispense with the requirements to such extent as it considers necessary. If you consider that you have **substantial practical difficulties** in complying with any requirements under this form, please enclose a separate document setting out your **substantial practical difficulties** for the Commission's consideration. Please note that the Commission will only exercise its discretion under special circumstances.

5. If there is any change to the information provided in support of this return, you should notify the Commission in writing immediately after the change takes place. Any change in information may result in delay in processing.

Interpretation

In this form, unless the context requires otherwise, the following terms bear the following meanings:

ASR	an approved securities registrar, as defined in section 1 of Part 1 of Schedule 1 to the SFO
ASR Rules	the Securities and Futures (Approved Securities Registrars) Rules (Cap. 571AT)
available liquidity	as defined in rule 2 of the ASR Rules
CCASS	the Central Clearing and Settlement System
Commission or ***SFC***	the Securities and Futures Commission
external borrowings	as defined in rule 2 of the ASR Rules
HKSCCN	HKSCC Nominees Limited
issuer-client	as defined in rule 2 of the ASR Rules
minimum liquidity level	as defined in rule 2 of the ASR Rules
operational incident	as defined in rule 17(6) of the ASR Rules
participating securities	as defined in rule 2 of the USM Rules

prescribed securities	as defined in Section 1 of Part 1 of Schedule 1 to the SFO
registered holder	as defined in rule 2 of the USM Rules
securities registrar service	as defined in Section 1 of Part 1 of Schedule 1 to the SFO
service facilities incident	as defined in rule 17(6) of the ASR Rules
SFO	the Securities and Futures Ordinance (Cap. 571), and includes any subsidiary legislation made under that ordinance
specified request	as defined in rule 2 of the USM Rules
title instrument	as defined in rule 2 of the USM Rules
total operating expenses	as defined in rule 2 of the ASR Rules
USM Rules	the Securities and Futures (Uncertificated Securities Market) Rules (Cap. 571AS)
you/your	the ASR submitting this return to the Commission / relating to such ASR

Personal Information Collection Statement

1. This Personal Information Collection Statement ("PICS") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data[1]. The PICS sets out the policies and practices of the Securities and Futures Commission ("SFC") with regard to your Personal Data and what you are agreeing to with respect to the SFC's use of your Personal Data for the purposes identified below.

Purpose of Collection

2. The Personal Data provided in this return will be used by the SFC for one or more of the following purposes:
    - to administer the relevant provisions[2] and codes and guidelines published by the SFC as in force at the relevant time, including:
        - the Securities and Futures Ordinance ("SFO");
        - the Code of Conduct for Approved Securities Registrars;
        - the Guidelines for Electronic Public Offers;

[1] Personal Data means personal data as defined in the Personal Data (Privacy) Ordinance, Cap. 486 ("PDPO").

[2] "Relevant provisions" is defined in section 1 of Part 1 of Schedule 1 to the Securities and Futures Ordinance (Cap. 571).

- the Codes on Takeovers and Mergers and Share Buy-backs; and
- the Code on Unit Trusts and Mutual Funds,

in performing the SFC's statutory functions under the relevant provisions;

- for research or statistical purposes; and
- for other purposes as permitted by law.

3. Failure to provide the requested Personal Data may result in the SFC being unable to process your return or perform its statutory functions under the relevant provisions.

Transfer/Matching of Personal Data

4. Personal Data may be disclosed by the SFC to other financial regulators in Hong Kong (including, but not limited to, the Hong Kong Exchanges and Clearing Limited and its regulated subsidiaries and the Hong Kong Monetary Authority), the Hong Kong Police Force, the Customs and Excise Department, overseas regulatory bodies and other government bodies as required or permitted under the law or pursuant to any regulatory/investigatory assistance arrangements between the SFC and other regulators (local/overseas).

5. Personal Data may be disclosed by the SFC to other financial regulators, the Hong Kong Police Force, the Customs and Excise Department, other government bodies, corporations, organisations or individuals in Hong Kong, the People's Republic of China or overseas for the purposes of verifying/matching[3] those data.

Public Registers

6. The SFC is required to maintain a public register containing specified data and information relating to approved securities registrars ("ASRs") pursuant to section 101AAL of the SFO. Any member of the public may inspect the public register for the purpose of ascertaining whether the person he is dealing with is an ASR, and the particulars of any approval granted to such person.

Access to Data

7. You have the right to request access to and correction of your Personal Data in accordance with the provisions of the PDPO. Your right of access includes the right to obtain a copy of your Personal Data provided in the return. The SFC has the right to charge a reasonable fee for processing any data access request.

Enquiries

8. Any enquiries regarding the Personal Data provided in this return, or requests for access to Personal Data or correction of Personal Data, should be addressed in writing to:

The Data Privacy Officer

[3] "Matching procedure" is defined in section 2 of the PDPO.

Securities and Futures Commission
54/F, One Island East
18 Westlands Road
Quarry Bay
Hong Kong

A copy of the Privacy Policy Statement adopted by the SFC is available upon request.

Index

Section	Details
1	Basic Information
2	Contact Information
3	Quarterly Return
4	Half-yearly Return
5	Additional Information
6	Declaration and Signature

Section 1: Basic Information

1.1 Please provide the name and CE number of the ASR submitting this return.

* Name of the ASR (English)	
Name of the ASR (Chinese)	
* CE number	

*** 1.2 Please indicate the type of return you are submitting.**

☐ Quarterly financial return — rule 17(1)(a) of the ASR Rules
(Please complete section 3.)

☐ Half-yearly operational return — rule 17(1)(b) of the ASR Rules
(Please complete section 4.)

Section 2: Contact Information

*** 2.1 Please provide the following details of your contact person for enquiries on this form.**

Full name (English)	
Job title	
Email address	
Contact number	

Section 3: Quarterly Return

3.1 Please provide the following information regarding your financial position as at the end of the quarter to which this return relates, and based on your management accounts for that quarter.
Note: Please refer to rule 2 of the ASR Rules for definitions of terms used in this section 3.1.

* Quarter to which this return relates (MM/YYYY)	* Available liquidity as at the end of the quarter HKD(000)	* Total operating expenses for the quarter HKD(000)	* Minimum liquidity level as at the end of the quarter HKD(000)	* Total equity as at the end of the quarter HKD(000)	* External borrowings as at the end of the quarter HKD(000)

Section 4: Half-yearly Return

*** 4.1 Please indicate the half-year to which this return relates.**

Half-year to which this return relates (MM/YYYY)	

4.2 Issuer-clients

4.2.1 Please provide the following information about your issuer-clients during the half-year period to which this return relates.

*** (a) Number of issuer-clients**

(i) Total number of issuer-clients as at the end of the half-year	
(ii) Total number of new issuer-client(s) during the half-year	
(iii) Total number of outgoing issuer-client(s) during the half-year	

*** (b) Number and percentage of issuer-clients as at the end of the half-year (by place of incorporation)**

Jurisdiction	Number	Percentage
(i) Bermuda		%
(ii) Cayman Islands		%
(iii) Chinese Mainland		%
(iv) Hong Kong		%
(v) Others		%

If the place(s) of incorporation of the issuer-client(s) is/are categorized as “Others”, please provide details of the number of such issuer-client(s) and its/their place(s) of incorporation.

Place of incorporation	Number of issuer-client(s)

*** (c) Number and percentage of issuer-clients as at the end of the half-year (by number of registered holders)**

Number of registered holders	Number	Percentage
(i) With ≤ 10 registered holders		%
(ii) With 11 to 100 registered holders		%

(iii) With 101 to 1,000 registered holders		%
(iv) With 1,001 to 5,000 registered holders		%
(v) With 5,001 to 20,000 registered holders		%
(vi) With > 20,000 registered holders		%

*** (d) Number and percentage of issuer-clients as at the end of the half-year (by number of title instruments in circulation)**

(i) ≤ 2,000 title instruments in circulation		%
(ii) 2,001 to 10,000 title instruments in circulation		%
(iii) 10,001 to 50,000 title instruments in circulation		%
(iv) 50,001 to 100,000 title instruments in circulation		%
(v) 100,001 to 500,000 title instruments in circulation		%
(vi) 500,001 to 1,000,000 title instruments in circulation		%
(vii) > 1,000,000 title instruments in circulation		%

*** 4.2.2 Please provide a list of the issuer-clients as at the end of the half-year together with the following details in respect of each issuer-client.**

- Stock name
- Stock code
- Place of incorporation
- Total number of issued units held in certificated form
- Total number of issued units held in uncertificated form
- Total number of title instruments in circulation
- Total number of registered holders
- Number of registered holders holding in certificated form
- Number of registered holders holding in uncertificated form as system-members
- Number of registered holders holding in uncertificated form as provisional system-members

4.3 Participating securities

4.3.1 Please provide the following information about the participating securities in respect of which you provided securities registrar services during the half-year to which this return relates.

*** (a) Participating securities**

(i) Total number of lines of participating securities as at the end of the half-year (excluding subscription warrants and rights under a rights issue)	Shares	
	Depositary receipts	
	CIS withdrawable from CCASS	
	Stapled securities	

	Title instruments registered in the name of HKSCCN	**Title instruments registered in the name of other persons**
(ii) Total number of title instruments dematerialized during the half-year		
(iii) Total number of title instruments yet to be dematerialized as at the end of the half-year ***(Please exclude subscription warrants and rights under a rights issue as these do not need to be dematerialized.)***		

*** (b) Non-participating securities**

(i) Total number of lines of non-participating securities as at the end of the half-year (excluding subscription warrants and rights under a rights issue)	Shares	
	Depositary receipts	
	CIS withdrawable from CCASS	
	Stapled securities	

	Title instruments registered in the name of HKSCCN	**Title instruments registered in the name of other persons**
(ii) Total number of title instruments in circulation as at the end of the half-year (excluding subscription warrants and rights under a rights issue)		

4.4 Registered holders

4.4.1 Please provide the following information about the registered holders of the prescribed securities in respect of which you provided securities registrar services during the half-year to which this return relates.

*(i) Best estimate of the total number of registered holders as at the end of the half-year (ie, across all prescribed securities in respect of which you provide securities registrar services)	
(ii) Total number of registered holders that were system-members as at the end of the half-year	
(iii) Total number of registered holders that were provisional system-members as at the end of the half-year	

4.5 Business activities

4.5.1 Please provide the following information about your business activities during the half-year to which this return relates.

*** (a) Requests for dematerialization plus transfer of participating securities**

	Transferee was HKSCCN	Transferee was a person other than HKSCCN
(i) Total number of dematerialization plus transfer request(s) that was/were successfully processed during the half-year		
(ii) Total number of dematerialization plus transfer request(s) that was/were refused during the half-year		
(iii) Total number of dematerialization plus transfer request(s) that lapsed during the half-year		
(iv) Total number of dematerialization plus transfer request(s) that failed to be completed during the half-year for other reasons ***(Please also answer section 4.5.2(i) if your answer here is not 0)***		

*** (b) Requests for dematerialization only (ie, no transfer involved) of participating securities**

	Securities held in the CCASS vault immediately prior to their participation date	Other securities (including securities deposited into CCASS after their participation date)
(i) Total number of dematerialization request(s) that was/were successfully processed during the half-year		
(ii) Total number of dematerialization request(s) that was/were refused during the half-year		
(iii) Total number of dematerialization request(s) that lapsed during the half-year		
(iv) Total number of dematerialization request(s) that failed to be completed during the half-year for other reasons ***(Please also answer section 4.5.2(ii) if your answer here is not 0)***		

*** (c) Requests for transfer only (ie, no dematerialization involved) of prescribed securities**

	Transfers to HKSCCN	Transfers from HKSCCN	Other transfers
Participating securities (in uncertificated form)			
(i) Total number of transfer(s) by way of instrument of transfer that was/were successfully processed during the half-year			
(ii) Total number of transfer(s) by way of instrument of transfer that was/were refused during the half-year			
(iii) Total number of transfer(s) by way of specified request based on electronic instructions that was/were successfully processed during the half-year			

(iv) Total number of transfer(s) by way of specified request based on written instructions that was/were successfully executed during the half-year			
(v) Total number of transfer(s) by way of specified request that was/were refused during the half-year			
(vi) Total number of transfer(s) by way of specified request that lapsed during the half-year			
(vii) Total number of transfer(s) by way of specified request that failed to be completed during the half-year for other reasons ***(Please also answer section 4.5.2(iii) if your answer here is not 0)***			
Non-participating securities (in certificated form)			
(viii) Total number of transfer(s) by way of instrument of transfer that was/were successfully processed during the half-year			
(ix) Total number of transfer(s) by way of instrument of transfer that was/were refused during the half-year			

*** (d) Corporate action(s) handled during the half-year**

(i) Number of issuer-client(s) involved	
(ii) Number of corporate action(s) involving the distribution of cash dividend	
(iii) Number of corporate action(s) involving the distribution of cash dividend in RMB (whether or not involving the distribution of other currencies as well)	
(iv) Number of corporate action(s) involving the distribution of securities (including bonus securities and dividend securities)	

(v) Number of corporate action(s) involving the distribution of rights under a rights issue	
(vi) Number of any other corporate action(s) ***(Please also answer section 4.5.2(iv) if your answer here is not 0)***	

4.5.2 Please provide the further information where applicable.

(i) Details of the dematerialization plus transfer request(s) that failed to be completed	
(ii) Details of the dematerialization request(s) that failed to be completed	
(iii) Details of the transfer(s) by way of specified request that failed to be completed	
(iv) Details of the other corporate actions handled	

4.6 Enquiries and complaints

4.6.1 Please provide the following information about enquiries and complaints received by the ASR during the half-year to which this return relates.

(a) Enquiries

* (i) Number of enquiries received during the half-year	
(ii) A brief description of the nature of the enquiries received (other than general enquiries, eg, enquiries about shareholding history, dividend claims, lost items applications, instructions to be taken in corporate action(s), general questions about corporate announcement and dividend timetable)	
(iii) Number of enquiries responded to and closed during the half-year	

(iv) Number of enquiries pending response or further response as at the end of the half-year	

(b) Complaints

* (i) Number of complaints received during the half-year	
(ii) A brief description of the nature of the complaints received	
(iii) Average response time and longest response time	
(iv) Number of complaints responded to and closed during the half-year	
(v) Number of complaints pending response or further response as at the end of the half-year	

4.6.2 Please provide the following information about any service facilities incidents or operational incidents that occurred and/or continued to be handled during the half-year to which this return relates.

(a) Service facilities incident(s)

Classification of severity of the incident	

If the incident is classified as “major” or “medium”, please provide the following details.

Date of the incident (DD/MM/YYYY)	
A brief description of the incident	
Date of first notification of the incident to the Commission by way of *Form 4 – Notification/Reporting of Matters by an Approved Securities Registrar to the Commission* (DD/MM/YYYY)	
Status of the incident as at the end of the half-year	

If the incident is classified as “minor”, please provide the following details.

Date of the incident (DD/MM/YYYY)	
Details of the incident (Please include sufficient information to demonstrate why the incident is properly categorised as “minor”.)	
Impact of the incident	
Root cause of the incident, and how quickly this was identified	
Action(s) taken during the half-year in response to the incident, including any action(s) that are pending completion	
Status of the incident as at the end of the half-year	

(b) Operational incident(s)

Classification of severity of the incident	

If the incident is classified as “major” or “medium”, please provide the following details.

Date of the incident (DD/MM/YYYY)	
A brief description of the incident	
Date of first notification of the incident to the Commission by way of *Form 4 – Notification/Reporting of Matters by an Approved Securities Registrar to the Commission* (DD/MM/YYYY)	
Status of the incident as at the end of the half-year	

If the incident is classified as “minor”, please provide the following details.

Date of the incident (DD/MM/YYYY)	
Details of the incident (Please include sufficient information to demonstrate why the incident is properly categorised as “minor”.)	
Impact of the incident	
Root cause of the incident, and how quickly this was identified	
Action(s) taken during the half-year in response to the incident, including any action(s) that are pending completion	
Status of the incident as at the end of the half-year	

Section 5: Additional Information

5.1 Any further information you consider relevant to the matters reported in this return which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 6 – Declaration and Signature

We, _____:
Name of the ASR submitting this return

- **declare** that all the information provided in this return form and any associated documentation is complete, true and correct;
- **understand** that providing false or misleading information in support of this return is an offence under section 384 of the SFO;
- **understand** that the Commission may take criminal and/or disciplinary action against a person who has made a false or misleading representation in, or in support of, this return;
- **understand** that if any information contained in this return or any associated documentation changes, we should immediately notify the Commission in writing of the change; and
- **understand** that the Commission may make such enquiries and seek such further information as it thinks appropriate.

This return must be signed and submitted by two designated signatories (as defined in rule 17(6) of the ASR Rules) authorized by your board of directors.

For and on behalf of:

_____
Name of the ASR submitting this return

Name of the designated signatory authorised by the board of directors	Signature	Date
Name of the designated signatory authorised by the board of directors	Signature	Date

Note: For returns submitted electronically via the SFC's WINGS platform, please enter the name of each individuals authorized by you to submit this return in the "Signature" box. By doing so and clicking "Sign", each individual agrees that he/she will be signing this return electronically and that his/her electronic signature will be legally binding on him/her to the same extent as a wet-ink signature.

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

Audited Financial Statements

Specified under section 402 of the Securities and Futures Ordinance (Cap. 571)

Form 6

Warning

All information and documents submitted to the Commission must be true, accurate and complete.

Under section 384(1) of the Securities and Futures Ordinance, a person commits an offence if:

(a) he, in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions, provides to a specified recipient any information which is false or misleading in a material particular; and

(b) he knows that, or is reckless as to whether, the information is false or misleading in a material particular.

Under section 384(3) of the Securities and Futures Ordinance, a person commits an offence if:

(a) he, otherwise than in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions but in connection with the performance by a specified recipient of a function under any of the relevant provisions, provides to the specified recipient any record or document which is false or misleading in a material particular; and

(b) he –

(i) knows that, or is reckless as to whether, the record or document is false or misleading in a material particular; and

(ii) has, in relation to the provision of the record or document, received prior written warning from the specified recipient to the effect that the provision of any record or document which is false or misleading in a material particular in the circumstances of the case would constitute an offence under this subsection.

The punishment for the above offence is a fine of up to HK$1 million and imprisonment for up to 2 years.

A "specified recipient" includes the Commission.

Instructions

1. This form is to be filled in when submitting audited financial statements under rule 16 of the ASR Rules.

2. Please fill in all relevant sections of this form and ensure that all information required has been provided. Mandatory fields (within relevant sections) are marked with an asterisk (*). If this submission is made through WINGS, sections 2, 3, 7 and 8 will have to be completed, and the audited financial statements uploaded, by the ASR's auditor.

3. Incomplete submissions may increase the time taken for the Commission to process your submission.

4. If the Commission is satisfied that a person has **substantial practical difficulties** in complying with any of the requirements under this form, it may exercise its discretion to dispense with the requirements to such extent as it considers necessary. If you consider that you have **substantial practical difficulties** in complying with any requirements under this form, please enclose a separate document setting out your **substantial practical difficulties** for the Commission's consideration. Please note that the Commission will only exercise its discretion under special circumstances.

5. If there is any change to the information provided in support of this submission, you should notify the Commission in writing immediately after the change takes place. Any change in information may result in delay in processing.

Interpretation

In this form, unless the context requires otherwise, the following terms bear the following meanings:

AFRC	the Accounting and Financial Reporting Council
ASR	an approved securities registrar, as defined in section 1 of Part 1 of Schedule 1 to the SFO
ASR Rules	the Securities and Futures (Approved Securities Registrars) Rules (Cap. 571AT)
certified public accountant (practising)	as defined in section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588)
Commission or ***SFC***	the Securities and Futures Commission
prescribed securities	as defined in Section 1 of Part 1 of Schedule 1 to the SFO
SFO	the Securities and Futures Ordinance (Cap. 571), and includes any subsidiary legislation made under that ordinance
USM Rules	the Securities and Futures (Uncertificated Securities Market) Rules (Cap. 571AS)

you/your	the ASR submitting this submission to the Commission / relating to such ASR

Personal Information Collection Statement

1. This Personal Information Collection Statement ("PICS") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data[1]. The PICS sets out the policies and practices of the Securities and Futures Commission ("SFC") with regard to your Personal Data and what you are agreeing to with respect to the SFC's use of your Personal Data for the purposes identified below.

Purpose of Collection

2. The Personal Data provided in this submission will be used by the SFC for one or more of the following purposes:
   - to administer the relevant provisions[2] and codes and guidelines published by the SFC as in force at the relevant time, including:
     - the Securities and Futures Ordinance ("SFO");
     - the Code of Conduct for Approved Securities Registrars;
     - the Guidelines for Electronic Public Offers;
     - the Codes on Takeovers and Mergers and Share Buy-backs; and
     - the Code on Unit Trusts and Mutual Funds,

     in performing the SFC's statutory functions under the relevant provisions;
   - for research or statistical purposes; and
   - for other purposes as permitted by law.

3. Failure to provide the requested Personal Data may result in the SFC being unable to process your submission or perform its statutory functions under the relevant provisions.

Transfer/Matching of Personal Data

4. Personal Data may be disclosed by the SFC to other financial regulators in Hong Kong (including, but not limited to, the Hong Kong Exchanges and Clearing Limited and its regulated subsidiaries and the Hong Kong Monetary Authority), the Hong Kong Police Force, the Customs and Excise Department, overseas regulatory bodies and other government bodies as required or permitted under the law or pursuant to any regulatory/investigatory assistance arrangements between the SFC and other regulators (local/overseas).

[1] Personal Data means personal data as defined in the Personal Data (Privacy) Ordinance, Cap. 486 ("PDPO").

[2] "Relevant provisions" is defined in section 1 of Part 1 of Schedule 1 to the Securities and Futures Ordinance (Cap. 571).

5. Personal Data may be disclosed by the SFC to other financial regulators, the Hong Kong Police Force, the Customs and Excise Department, other government bodies, corporations, organisations or individuals in Hong Kong, the People's Republic of China or overseas for the purposes of verifying/matching[3] those data.

Public Registers

6. The SFC is required to maintain a public register containing specified data and information relating to approved securities registrars ("ASRs") pursuant to section 101AAL of the SFO. Any member of the public may inspect the public register for the purpose of ascertaining whether the person he is dealing with is an ASR, and the particulars of any approval granted to such person.

Access to Data

7. You have the right to request access to and correction of your Personal Data in accordance with the provisions of the PDPO. Your right of access includes the right to obtain a copy of your Personal Data provided in the submission. The SFC has the right to charge a reasonable fee for processing any data access request.

Enquiries

8. Any enquiries regarding the Personal Data provided in this submission, or requests for access to Personal Data or correction of Personal Data, should be addressed in writing to:

   The Data Privacy Officer
   Securities and Futures Commission
   54/F, One Island East
   18 Westlands Road
   Quarry Bay
   Hong Kong

A copy of the Privacy Policy Statement adopted by the SFC is available upon request.

[3] "Matching procedure" is defined in section 2 of the PDPO.

SFC
證監會

Index

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11	Declaration and Signature

Section 1: Basic Information

1.1 Please provide the name and CE number of the ASR whose audited financial statements are being submitted.

* Name of the ASR (English)	
Name of the ASR (Chinese)	
* CE number	

*** 1.2 Please indicate the type of audited financial statements being submitted.**

☐ Annual audited financial statements — rule 16(1) of the ASR Rules
(Please complete section 2 to section 6.)

☐ Audited financial statements following cessation — rule 16(2) of the ASR Rules
(Please complete section 7 to section 10.)

*** 1.3 Please provide the financial year end date or cessation date (as applicable) to which the annual audited financial statements relate.**

Financial year end date / Cessation date (DD/MM/YYYY)	

Section 2: Information about the Auditor Auditing the Annual Financial Statements

*** 2.1 Please provide the following information about the auditor and the person authorised by the auditor to upload the audited financial statements through WINGS.**
(This section 2.1 should be completed only if this form is submitted electronically through WINGS.)

Details of the auditor ***(Please state details of the audit firm or the certified public accountant (practising), as applicable.)***	
▪ Full name (English) ▪ Type of registration with the AFRC	
▪ AFRC registration number	
Details of the person authorised by the auditor to upload the audited financial statements	
▪ Full name (English)	
▪ Job title	

▪ Email address	
▪ Contact number	

Section 3: Annual Audited Financial Statements

*** 3.1 Please provide the audited financial statements and auditor's report.**

*** 3.2 Please indicate the auditor's opinion on the audited financial statements.**

☐ Unqualified Opinion	☐ Qualified Opinion	☐ Adverse Opinion	☐ Disclaimer of Opinion	☐ Other

Section 4: Information about the ASR's Authorised Person and Contact Person

*** 4.1 Please provide the following details of the person authorised by the ASR to make this submission on its behalf.**

Full name (English)	
Job title	
Email address	
Contact number	

*** 4.2 Please provide the following details of the ASR's contact person for any enquiries on this form.**

Full name (English)	
Job title	
Email address	
Contact number	

Section 5: Total Capital Expenses Projection

5.1 Please provide details of your total capital expenses projected for the 12 months beginning after the last day of the financial year to which the audited financial statements relate. Please include: (i) a breakdown by month; and (ii) a breakdown by nature of expenses.

Section 6: Additional Information for Annual Audited Financial Statements

6.1 Any further information you consider relevant to this submission which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 7: Information about the Auditor Auditing the Financial Statements Following Cessation

*** 7.1 Please provide the following information about the auditor and the person authorised by the auditor to upload the audited financial statements.**
(This section 7.1 should be completed only if this form is submitted electronically through WINGS.)

Details of the auditor ***(Please state details of the audit firm or the certified public accountant (practising), as applicable.)***	
▪ Full name (English)	
▪ Type of registration with the AFRC ▪ AFRC registration number	
Details of the person authorised by the auditor to upload the audited financial statements	
▪ Full name (English)	
▪ Job title	
▪ Email address	
▪ Contact number	

Section 8: Audited Financial Statements Following Cessation

*** 8.1 Please provide the audited financial statements and auditor's report.**

*** 8.2 Please indicate the auditor's opinion on the audited financial statements.**

☐ Unqualified Opinion	☐ Qualified Opinion	☐ Adverse Opinion	☐ Disclaimer of Opinion	☐ Other

Section 9: Information about the ASR's Authorised Person and Contact Person

*** 9.1 Please provide the following details of the person authorised by the ASR to make this submission on its behalf.**

Full name	
Job title	
Email address	
Contact number	

*** 9.2 Please provide the following details of the ASR's contact person for enquiries on this form.**

Full name (English)	
Job title	
Email address	
Contact number	

Section 10: Additional Information for Audited Financial Statements Following Cessation

10.1 Please provide any further information you consider relevant to this submission which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 11 – Declaration and Signature

We, _____:

Name of the ASR making this submission

- **declare** that all the information provided in this submission and any associated documentation is complete, true and correct;
- **understand** that providing false or misleading information in support of this submission is an offence under section 384 of the SFO;
- **understand** that the Commission may take criminal and/or disciplinary action against a person who has made a false or misleading representation in, or in support of, this submission;
- **understand** that if any information contained in this submission or any associated documentation changes, we should immediately notify the Commission in writing of the change; and
- **understand** that the Commission may make such enquiries and seek such further information as it thinks appropriate.

This submission must be signed and submitted by an individual who is a director, or who is authorized by your board of directors to do so.

For and on behalf of:

_____

Name of the ASR making this submission

Name of the director or other individual authorised by the board of directors to sign and make this submission	Signature	Date

Note: For submissions made electronically via the SFC's WINGS platform, please enter the name of the individual authorized by you to make this submission in the "Signature" box. By doing so and clicking "Sign", the individual agrees that he/she will be signing this submission electronically and that his/her electronic signature will be legally binding on him/her to the same extent as a wet-ink signature.

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

Notification of Change of Securities Registrar

Specified under section 402 of the Securities and Futures Ordinance (Cap. 571)

Form 7

Warning

All information and documents submitted to the Commission must be true, accurate and complete.

Under section 384(1) of the Securities and Futures Ordinance, a person commits an offence if:

(a) he, in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions, provides to a specified recipient any information which is false or misleading in a material particular; and
(b) he knows that, or is reckless as to whether, the information is false or misleading in a material particular.

Under section 384(3) of the Securities and Futures Ordinance, a person commits an offence if:

(a) he, otherwise than in purported compliance with a requirement to provide information imposed by or under any of the relevant provisions but in connection with the performance by a specified recipient of a function under any of the relevant provisions, provides to the specified recipient any record or document which is false or misleading in a material particular; and

(b) he –

(i) knows that, or is reckless as to whether, the record or document is false or misleading in a material particular; and
(ii) has, in relation to the provision of the record or document, received prior written warning from the specified recipient to the effect that the provision of any record or document which is false or misleading in a material particular in the circumstances of the case would constitute an offence under this subsection.

The punishment for the above offence is a fine of up to HK$1 million and imprisonment for up to 2 years.

A “specified recipient” includes the Commission.

Instructions

1. This form is to be filled in by an approved securities registrar when making a notification of change of status as securities registrar under rule 27 of the ASR Rules and a

notification regarding the transfer of specified records under rule 26 of the ASR Rules.

2. Please fill in all relevant sections of this form and ensure that all information required has been provided. Section 3 may be completed at a later stage when the transfer of specified records is completed. Mandatory fields (within relevant sections) are marked with an asterisk (*).

3. Incomplete notifications may increase the time taken for the Commission to process your notification.

4. If the Commission is satisfied that a person has **substantial practical difficulties** in complying with any of the requirements under this form, it may exercise its discretion to dispense with the requirements to such extent as it considers necessary. If you consider that you have **substantial practical difficulties** in complying with any requirements under this form, please enclose a separate document setting out your **substantial practical difficulties** for the Commission's consideration. Please note that the Commission will only exercise its discretion under special circumstances.

5. If there is any change to the information provided in support of this notification, you should notify the Commission in writing immediately after the change takes place. Any change in information may result in delay in processing.

Interpretation

In this form, unless the context requires otherwise, the following terms bear the following meanings:

ASR	an approved securities registrar, as defined in section 1 of Part 1 of Schedule 1 to the SFO
ASR Rules	the Securities and Futures (Approved Securities Registrars) Rules (Cap. 571AT)
Commission or ***SFC***	the Securities and Futures Commission
incoming registrar	as defined in rule 26(2) of the ASR Rules
outgoing registrar	as defined in rule 26(1) of the ASR Rules
prescribed securities	as defined in Section 1 of Part 1 of Schedule 1 to the SFO
registered holder	as defined in rule 2 of the USM Rules
SFO	the Securities and Futures Ordinance (Cap. 571), and includes any subsidiary legislation made under that ordinance

specified records	as defined in rule 26(3) of the ASR Rules
USM Rules	the Securities and Futures (Uncertificated Securities Market) Rules (Cap. 571AS)
you/your	the ASR submitting this notification to the Commission / relating to such ASR

Personal Information Collection Statement

1. This Personal Information Collection Statement ("PICS") is made in accordance with the guidelines issued by the Office of the Privacy Commissioner for Personal Data[1]. The PICS sets out the policies and practices of the Securities and Futures Commission ("SFC") with regard to your Personal Data and what you are agreeing to with respect to the SFC's use of your Personal Data for the purposes identified below.

Purpose of Collection

2. The Personal Data provided in this notification will be used by the SFC for one or more of the following purposes:
   - to administer the relevant provisions[2] and codes and guidelines published by the SFC as in force at the relevant time, including:
     - the Securities and Futures Ordinance ("SFO");
     - the Code of Conduct for Approved Securities Registrars;
     - the Guidelines for Electronic Public Offers;
     - the Codes on Takeovers and Mergers and Share Buy-backs; and
     - the Code on Unit Trusts and Mutual Funds,

     in performing the SFC's statutory functions under the relevant provisions;
   - for research or statistical purposes; and
   - for other purposes as permitted by law.

3. Failure to provide the requested Personal Data may result in the SFC being unable to process your notification or perform its statutory functions under the relevant provisions.

Transfer/Matching of Personal Data

4. Personal Data may be disclosed by the SFC to other financial regulators in Hong Kong (including, but not limited to, the Hong Kong Exchanges and Clearing Limited and its regulated subsidiaries and the Hong Kong Monetary Authority), the Hong Kong Police Force, the Customs and Excise Department, overseas regulatory bodies and other

[1] Personal Data means personal data as defined in the Personal Data (Privacy) Ordinance, Cap. 486 ("PDPO").

[2] "Relevant provisions" is defined in section 1 of Part 1 of Schedule 1 to the Securities and Futures Ordinance (Cap. 571).

government bodies as required or permitted under the law or pursuant to any regulatory/investigatory assistance arrangements between the SFC and other regulators (local/overseas).

5. Personal Data may be disclosed by the SFC to other financial regulators, the Hong Kong Police Force, the Customs and Excise Department, other government bodies, corporations, organisations or individuals in Hong Kong, the People's Republic of China or overseas for the purposes of verifying/matching[3] those data.

Public Registers

6. The SFC is required to maintain a public register containing specified data and information relating to approved securities registrars ("ASRs") pursuant to section 101AAL of the SFO. Any member of the public may inspect the public register for the purpose of ascertaining whether the person he is dealing with is an ASR, and the particulars of any approval granted to such person.

Access to Data

7. You have the right to request access to and correction of your Personal Data in accordance with the provisions of the PDPO. Your right of access includes the right to obtain a copy of your Personal Data provided in the notification. The SFC has the right to charge a reasonable fee for processing any data access request.

Enquiries

8. Any enquiries regarding the Personal Data provided in this notification, or requests for access to Personal Data or correction of Personal Data, should be addressed in writing to:

The Data Privacy Officer
Securities and Futures Commission
54/F, One Island East
18 Westlands Road
Quarry Bay
Hong Kong

A copy of the Privacy Policy Statement adopted by the SFC is available upon request.

[3] "Matching procedure" is defined in section 2 of the PDPO.

Index

Section	Details
1	Basic Information
2	Contact Information
3	Initial Notification of Change of Securities Registrar
4	Notification regarding Transfer of Specified Records
5	Additional Information
6	Declaration and Signature

Section 1: Basic Information

1.1 Please provide the name and CE number of the ASR making this notification.

* Name of the ASR (English)	
Name of the ASR (Chinese)	
* CE number	
* Address of the ASR	

*** 1.2 Is this a new submission or a supplementary submission?**

Note: If you have already submitted a notification of change of securities registrar and wish to provide further supplementary information in respect of the same change, choose "Supplementary submission" and enter your submission reference number to ensure that your initial notification and supplementary submission are correctly filed together.

☐ New notification of change of securities registrar

☐ Supplementary submission (Please provide the reference number of your original submission)

Section 2: Contact Information

*** 2.1 Please provide the following details of your contact person for enquiries on this form.**

Full name (English)	
Job title	
Email address	
Contact number	

Section 3: Initial Notification of Change of Securities Registrar

Please complete this section 3 when you first become aware of the change.

3.1 Please provide the following details of the change(s) of securities registrar.

* Please indicate if you are the incoming registrar or outgoing registrar.	☐ Incoming registrar ☐ Outgoing registrar
* Name of the prescribed securities involved	

* Stock code of the prescribed securities involved	
* Target effective date of the change (DD/MM/YYYY)	
* Target date for transfer of specified records (DD/MM/YYYY)	
* Please indicate who initiated the change.	☐ Issuer ☐ Incoming registrar ☐ Outgoing registrar ☐ Others
* A brief description of the reason for the change of securities registrar.	

Section 4: Notification regarding Transfer of Specified Records

Please complete this section 4 when the transfer of specified records has been completed.

4.1 If you are the *outgoing* registrar, please provide the following information regarding the transfer of specified records by you.

* Date on which the transfer of specified records in accordance with rule 26(2) of the ASR Rules was completed (DD/MM/YYYY)	
* Date on which you ceased or will cease to act as the securities registrar for the prescribed securities involved (DD/MM/YYYY)	
* Please confirm if all specified records have been transferred in accordance with rule 26(2) of the ASR Rules.	☐ Yes ☐ No
If you answered "No", please provide relevant details, including a brief description of the records that have not been transferred and why; whether they will be transferred at a later stage; and if yes, when, or if no, why not.	

* Please indicate the nature and details of the person to whom the specified records have been transferred.

☐ An incoming registrar

Name of the incoming registrar	

Address of the incoming registrar	

☐ The issuer of the prescribed securities concerned

Name of the issuer	
Address of the issuer	

☐ Any other person specified by the issuer

Name of the other person specified by the issuer	
Address of the other person specified by the issuer	

* Please provide details of the individual to whom the specified records were delivered.

Name	
Job title and relationship with the incoming registrar, issuer, or person specified by the issuer (as the case may be)	
Address to which the specified records were delivered	

* Are there any complaint(s) relating to the prescribed securities involved that were still outstanding when you transferred the specified records?	☐ Yes	☐ No
* Are there any request(s) or instruction(s) from registered holders relating to the prescribed securities involved that were still outstanding when you transferred the specified records?	☐ Yes	☐ No

4.2 If you are the *incoming* registrar, please provide the following information regarding the transfer of specified records to you.

* Name of the outgoing registrar		
* Address of the outgoing registrar		
* Date on which the transfer of specified records in accordance with the rule 26(2) of the ASR Rules was completed (DD/MM/YYYY)		
* Date on which you began or will begin to act as the securities registrar for the prescribed securities involved (DD/MM/YYYY)		
* Please confirm if you are satisfied that all specified records have been transferred to you pursuant to rule 26(2) of the ASR Rules.	☐ Yes	☐ No
If you answered "No", please provide a brief description of your concerns about the completeness of the specified records received.		
Are you aware of any complaint(s) relating to the prescribed securities involved that was/were still outstanding when the specified records were transferred to you?	☐ Yes	☐ No
Are you aware of any request(s) or instruction(s) from registered holders relating to the prescribed securities involved that was/were still outstanding when the specified records were transferred to you?	☐ Yes	☐ No

Section 5: Additional Information

5.1 Any further information you consider relevant to the change which: (i) we would reasonably expect you to provide; and (ii) you have not provided above.

Section 6 – Declaration and Signature

We, _____:
Name of the ASR submitting this notification

- **declare** that all the information provided in this notification form and any associated documentation is complete, true and correct;
- **understand** that providing false or misleading information in support of this notification is an offence under section 384 of the SFO;
- **understand** that the Commission may take criminal and/or disciplinary action against a person who has made a false or misleading representation in, or in support of, this notification;
- **understand** that if any information contained in this notification or any associated documentation changes, we should immediately notify the Commission in writing of the change; and
- **understand** that the Commission may make such enquiries and seek such further information as it thinks appropriate.

This notification must be signed and submitted by an individual who is a director, or who is authorized by your board of directors to do so.

For and on behalf of:

_____
Name of the ASR submitting this notification

Name of the director, or other individual authorised by the board of directors to sign and submit this notification	Signature	Date

Note: For notifications submitted electronically via the SFC's WINGS platform, please enter the name of the individual authorized by you to submit this notification in the "Signature" box. By doing so and clicking "Sign", the individual agrees that he/she will be signing this notification electronically and that his/her electronic signature will be legally binding on him/her to the same extent as a wet-ink signature.