

Table of Contents

Important Notes	2
Revision History	2
 1. Overview of short position reporting process	 3
 2. Short position reporting process	 4
Step 1: Accessing the SPR Service	4
Step 2: Registration	6
Re-registration.....	10
Step 3: Registration acknowledgement	11
Register multiple entities	11
Step 4: Registration activation—email	13
Step 5: To complete the Reportable Short Position Form	15
Step 6: Submission acknowledgement	16
Submission acknowledgement email.....	17
Amendment to submissions	17
 3. Other functions	 18
 4. Arrangement for system breakdown	 20
 5. Specification of internet browser for electronic submission	 20
 6. Security tips	 20
 7. Contact us	 21
 Appendix: File format and technical specification of the CSV template	 22
List of specified shares	24

Important Notes

This document should be read together with the Securities and Futures (Short Position Reporting) Rules (**Rules**)¹, the Notes to the Reportable Short Position Form (**Notes**), Guidance Note on Short Position Reporting and the Short Position Reporting Frequently Asked Questions (**FAQs**), all of which can be found on the website of the Securities and Futures Commission (**SFC**)². Unless otherwise specified, the words and phrases used herein have the meanings given by the Rules, as appropriate.

Revision History

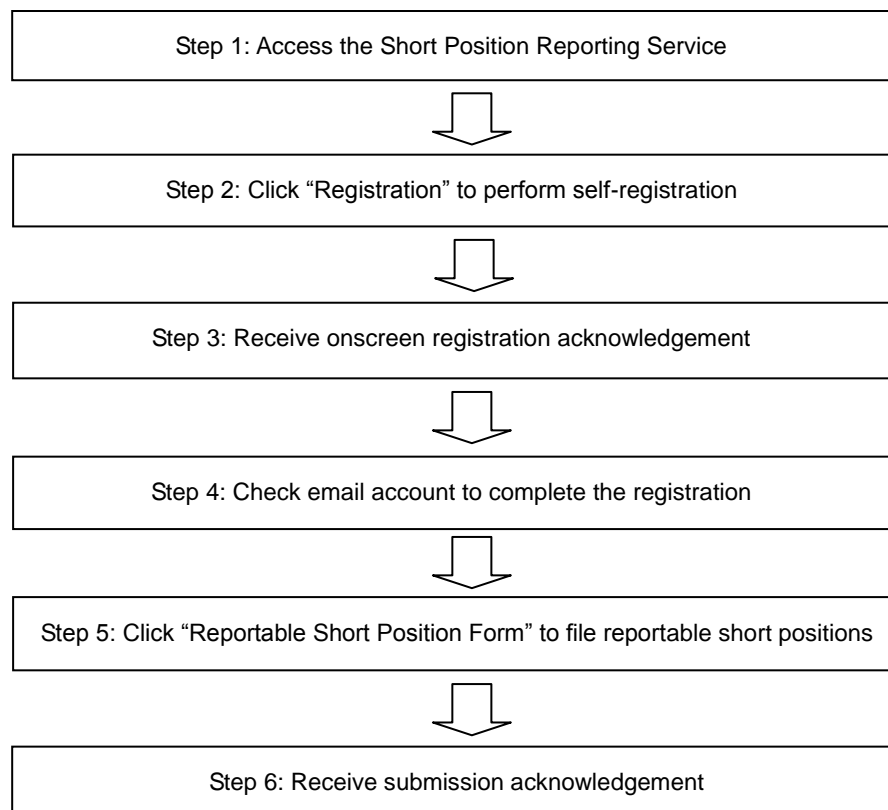
Release date	Major Amendments
27 April 2012	First release
12 June 2012	Stock Borrow and Lending Agreement added to the Identification Document Type (p.7)
	"Register multiple entities" function available (p.11)
	Tooltips on the Reportable Short Position Form (p.15)
	Submission acknowledgement email added (p.17)
	Warning message (p.23)
21 August 2012	Changes corresponding to the revamped SFC web site

¹ To view the Rules, please click <http://www.legislation.gov.hk/eng/home.htm> and key in "571AJ" in the "Go To Chapter" box and press "Enter"

² <http://www.sfc.hk/web/EN/regulatory-functions/market-infrastructure-and-trading/short-position-reporting/>

1. Overview of short position reporting process

Prior to first time reporting, a person who has the duty to notify his reportable short position under the Rules must register with the Short Position Reporting (SPR) Service. You are required to register **once only**. Once you have completed the self-registration and activation (Steps 2-4), you may go straight to submit the Reportable Short Position Form thereafter. (Steps 5-6)



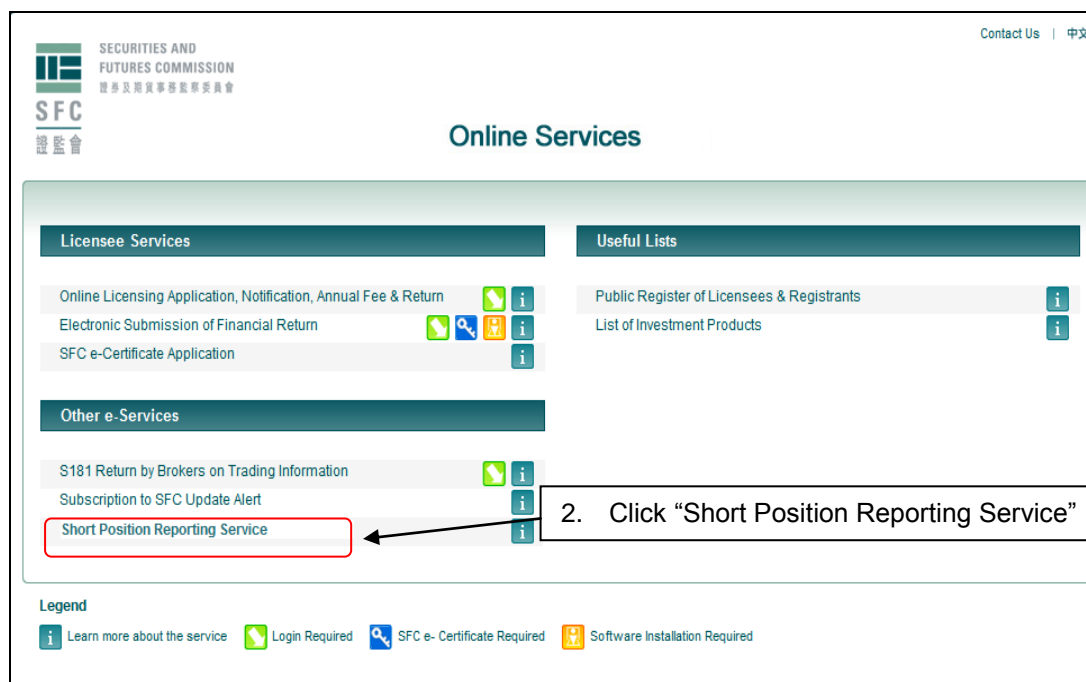
2. Short position reporting process

Step 1: Accessing the SPR Service

The SPR Service is available on the SFC Online Portal which can be accessed through SFC's website at www.sfc.hk.



The screenshot shows the SFC website homepage. In the 'Regulatory update' section, there is a link to 'SFC Online Portal' which is highlighted with a red box and an arrow. Below this, there is a callout box with the text '1. Click "SFC Online Portal"'. The homepage also features a 'Latest news' section with recent updates and a 'Quick access' section at the bottom.



The screenshot shows the 'Online Services' page on the SFC website. In the 'Other e-Services' section, there is a link to 'Short Position Reporting Service' which is highlighted with a red box and an arrow. Below this, there is a callout box with the text '2. Click "Short Position Reporting Service"'. The page also includes a 'Licensee Services' section and a 'Useful Lists' section.

Homepage

The homepage gives you fundamental information about the SPR Service. You are advised to read through the documents specified on the homepage prior to registration or any filing of reportable short position.

Registration—This function allows users to register and obtain a unique identifier code, the Short Position Reporting ID (SPRID) for the subsequent filing of his reportable short positions

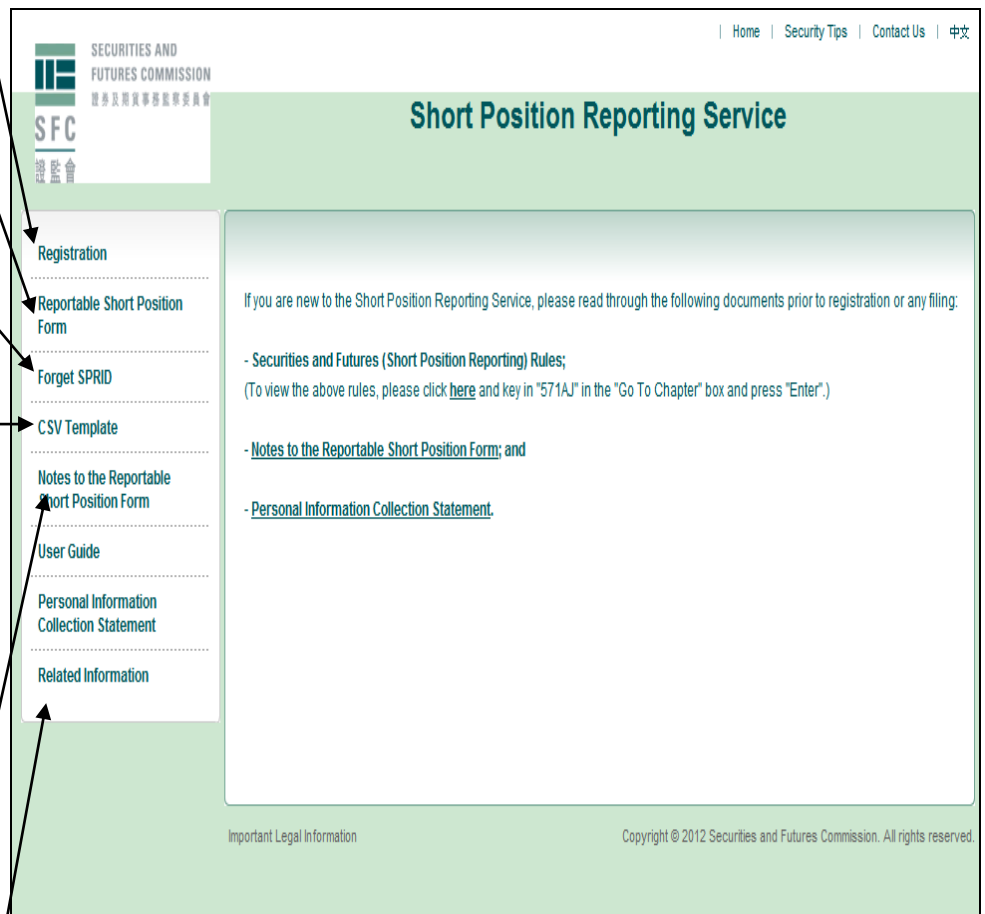
Reportable Short Position Form—This function allows users to file his reportable short positions

Forget SPRID—This function allows users to retrieve his SPRID

CSV Template—This function allows users to download a blank Comma Separated Value ("CSV") template for reporting his reportable short positions

Notes to the Reportable Short Position Form—Directions and instructions which must be followed in completing registration and filing of reportable short positions

Related Information—More reference materials at the SFC's website³



The screenshot shows the homepage of the Short Position Reporting Service. At the top, there is a navigation bar with links: Home, Security Tips, Contact Us, and 中文. The main header features the SFC logo and the title "Short Position Reporting Service". Below the header, a list of links is provided: Registration, Reportable Short Position Form, Forget SPRID, CSV Template, Notes to the Reportable Short Position Form, User Guide, Personal Information Collection Statement, and Related Information. To the right of these links, a text box states: "If you are new to the Short Position Reporting Service, please read through the following documents prior to registration or any filing:" followed by a list of documents: - Securities and Futures (Short Position Reporting) Rules; (To view the above rules, please click [here](#) and key in "571AJ" in the "Go To Chapter" box and press "Enter".) - Notes to the Reportable Short Position Form; and - Personal Information Collection Statement. At the bottom of the page, there is a footer with "Important Legal Information" and "Copyright © 2012 Securities and Futures Commission. All rights reserved."

³ <http://www.sfc.hk/web/EN/regulatory-functions/market-infrastructure-and-trading/short-position-reporting/>

Step 2: Registration

A person who has the duty to file his reportable short position must register under “Registration for Lodging Reportable Short Position Form”. **If such person appoints an agent to file the Reportable Short Position Form on his behalf, both the person and his agent must register separately and obtain their respective SPRIDs.**

As specified in the Rules, when the reportable short positions are held by a trust, it will be the trustee’s responsibility to report the short positions. In such case, both the trust and the trustee (or its agent) needs to register separately to get their respective SPRIDs.

Similarly, in the case of reportable short positions held by a partnership, both the authorized person who submits the reportable short positions and the partnership itself has to register separately and obtain their respective SPRIDs.

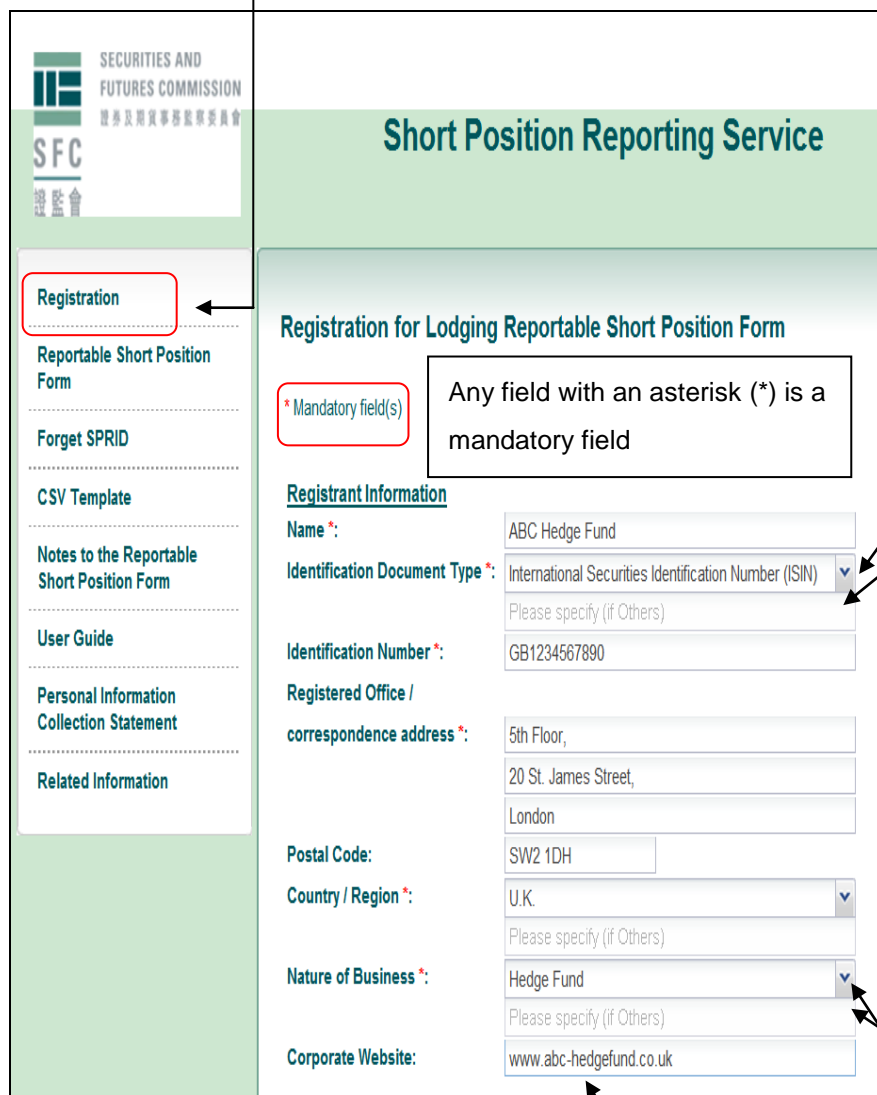
Upon successful registration, a unique identifier code known as SPRID, for example: G3VA8F69MT, will be assigned to the registrant.

There are three parts under “Registration for Lodging Reportable Short Position Form”—

- Registrant Information;
- Contact Information; and
- Additional Information.

1) Registrant Information

Please click "Registration" to begin

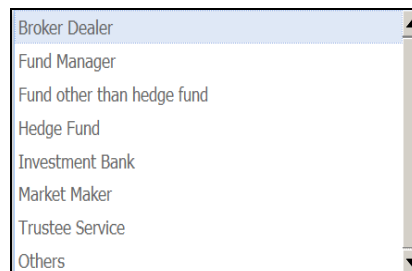


The screenshot shows the 'Short Position Reporting Service' registration form. On the left is a navigation menu with links: Registration (highlighted with a red box), Reportable Short Position Form, Forget SPRID, CSV Template, Notes to the Reportable Short Position Form, User Guide, Personal Information Collection Statement, and Related Information. The main form area is titled 'Registration for Lodging Reportable Short Position Form'. It includes a note: '* Mandatory field(s)' and 'Any field with an asterisk (*) is a mandatory field'. The form fields are: Name (*), Identification Document Type (*), Identification Number (*), Registered Office / correspondence address (*), Postal Code, Country / Region (*), Nature of Business (*), and Corporate Website. Each field has a dropdown menu or text input box. Arrows point from the explanatory text boxes to the corresponding fields in the form.



A dropdown menu showing the following options: SFC Central Entity Reference, Bank Identifier Code (BIC), International Securities Identification Number (ISIN), Certificate of Incorporation, Stock Borrowing and Lending Agreement (SBA), Hong Kong Business Registration, Hong Kong Identity Card, Passport, and Others.

You are required to choose from the above list of options. **If you are licensed with the SFC, you should choose "SFC Central Entity Reference"**. Other document numbers include Stock Borrow and Lending Agreement Number which is a unique number issued by the Inland Revenue Department of the Hong Kong SAR Government. For ID Type which cannot be found in the list, you must choose "Others" and specify in the box provided. The ID number must be issued by an external party. Internal reference number is unacceptable. If more than one of the ID Type is applicable, always use the one on the top of the list.



A dropdown menu showing the following options: Broker Dealer, Fund Manager, Fund other than hedge fund, Hedge Fund, Investment Bank, Market Maker, Trustee Service, and Others.

You are required to choose from the above list of options. For business type which cannot be found in the list, you must choose "Others" and specify in the box provided.

For website which is in the format of "<http://abc.com.hk>", please input as "abc.com.hk".
No prefix of <http://> is required.

2) Contact Information

You must provide the contact information of at least one person who is able to answer queries from the SFC in relation to the registration and future filings of reportable short positions in respect of the registrant.

<u>Contact Information</u>	
Primary contact:	Secondary contact:
Contact Person *:	Contact Person:
Lee	Chan
Surname	Surname
Tommy	May
First / Other Name	First / Other Name
Email Address *:	Email Address:
tommy.lee@abc.co.uk	may.chan@abc.co.uk
Contact No. *:	Contact No.:
(44) 207 1234567	(44) 207 1234569
Fax No.:	Fax No.:
(44) 207 1234568	(44) 207 1234568

An email will be sent to the primary contact person after successful registration.

You should provide the area and the country codes, if applicable.

3) Additional Information

Additional Information

Is this your first time registration? * ☒ Yes ☐ No

Remarks: Please provide: 1. additional information you would like to provide with this registration and 2. the previous SPRID if this is a re-registration.

Supporting Document:

☒ I would like to subscribe news related to Short Position Reporting

Security Code *:

You are required to indicate whether this is your first time registration with the SPR Service. If this is not your first time registration (e.g. re-registration due to change of contact information), please click “No” and provide the reason(s) as such. For details, please refer to “Re-registration” on p.10

You may also provide any other information that you consider as relevant with respect to your registration.

After filling in all the information, please click “Register” to submit your registration

You are highly recommended to subscribe to news related to Short Position Reporting. After successful registration, email alerts of the latest developments in relation to the short position reporting regime will be sent to the email address provided. These include:

- i) publication of the list of specified shares and subsequent changes to the list;
- ii) notification that daily reporting of short position requirement is invoked in a contingency situation and the corresponding notification relating to the cessation of daily reporting requirement, etc.

Alternatively, you may also subscribe to our email alert service with other email address(es) through SFC website for “Short Position Reporting-Related Matters” at

<https://www.sfc.hk/CampaignHelper/campaignForm.jsp?lang=EN>

You may upload any other information that you consider as relevant with respect to your registration.

In cases of an authorized person registering to submit the reportable short positions on behalf of all partners, the particulars of all partners in the partnership must be uploaded here in the form of an Excel, Word or PDF file. Please refer to the Notes to the Reportable Short Position Form paragraph 7 for the prescribed format of the particulars.

Re-registration

If there is any change to the information provided at registration such as the change of registered office or contact information, the registrant needs to re-register to obtain a new SPRID for subsequent reporting. You should provide the reason(s) for re-registration and your previous SPRID under the “Remarks” box.

Step 3: Registration acknowledgement

Immediately after successful registration, a registration acknowledgement will be provided on the screen. A SPRID will be assigned to you. **You need to provide your SPRID to complete the final stage of registration. You are recommended to save and/or print the acknowledgement for your record.**

Registration for Lodging Reportable Short Position Form

Registration Acknowledgement

Registration is not yet completed. An email has been sent to the email address of the primary contact person. Please follow the instructions in the email to complete the registration. Please ensure that you have the SPRID below in hand as you need to provide it at the final stage to complete the registration.

Registrant Information

SPRID :

EUEQSM9JBP

Registration Date and Time :

16-April-2012 2:47:59 PM

Name :

ABC Hedge Fund

Identification Document Type :

International Securities Identification Number (ISIN)

Identification Number :

GB1234567890

Registered Office / correspondence address :

5th Floor,
20 St. James Street,
London

Postal Code :

SW2 1DH

Country / Region :

U.K.

Nature of Business :

Hedge Fund

Corporate Website :

www.abc-hedgefund.co.uk

Next, you need to provide this SPRID to complete the registration

Contact Information

	Primary	Secondary
Contact Person :	Lee Tommy	Chan May
Email Address :	tommy.lee@abc.co.uk	may.chan@abc.co.uk
Contact No. :	(44) 207 1234567	(44) 207 1234569
Fax No. :	(44) 207 1234568	(44) 207 1234568

Additional Information

First time registration :

Yes

Remarks :

Supporting Document :

I would like to subscribe news related to Short Position Reporting :

Yes

Home

Make another registration

Print

Save

You are recommended to save and/or print this acknowledgement for your record

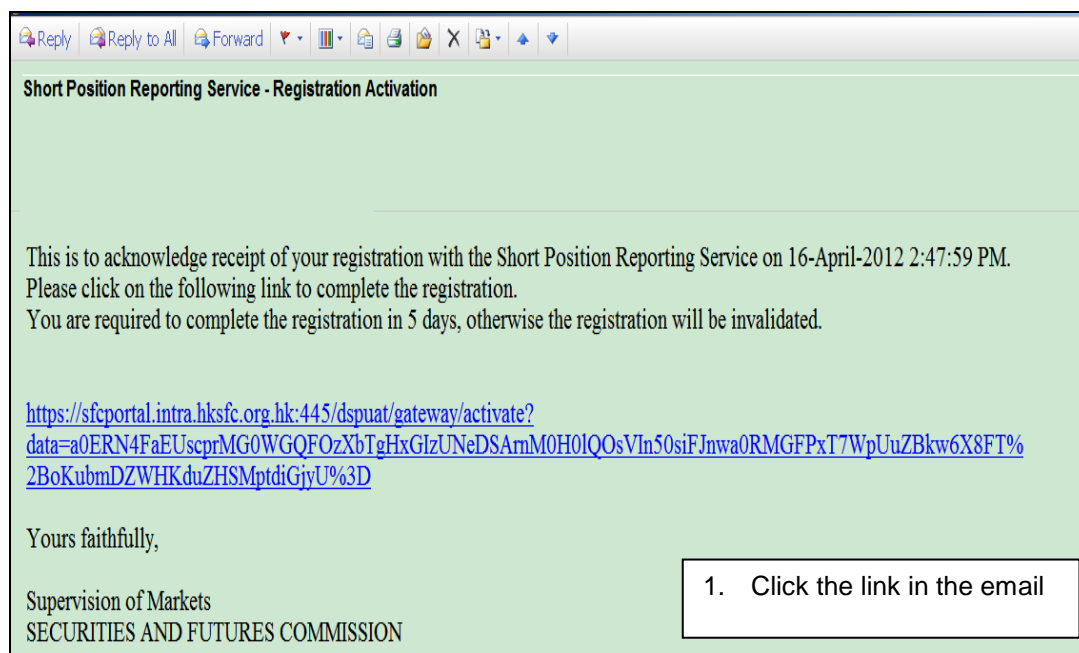
Register multiple entities

To facilitate registrations of multiple entities, a button “Make another registration” is available on the Registration Acknowledgement screen that you

will see after each registration. This button will enable you to retain part of the mandatory information such as the correspondence address, contact information, etc from the previous registration such that you do not need to re-enter them again for immediate subsequent registration(s).

Step 4: Registration activation—email

Upon successful registration, an email will be sent to the email address of the primary contact person. **You are advised to complete the activation within 5 calendar days after registration, otherwise the registration will be invalidated and the SPRID cannot be used for reporting. Re-registration will then be required.**



Short Position Reporting Service - Registration Activation

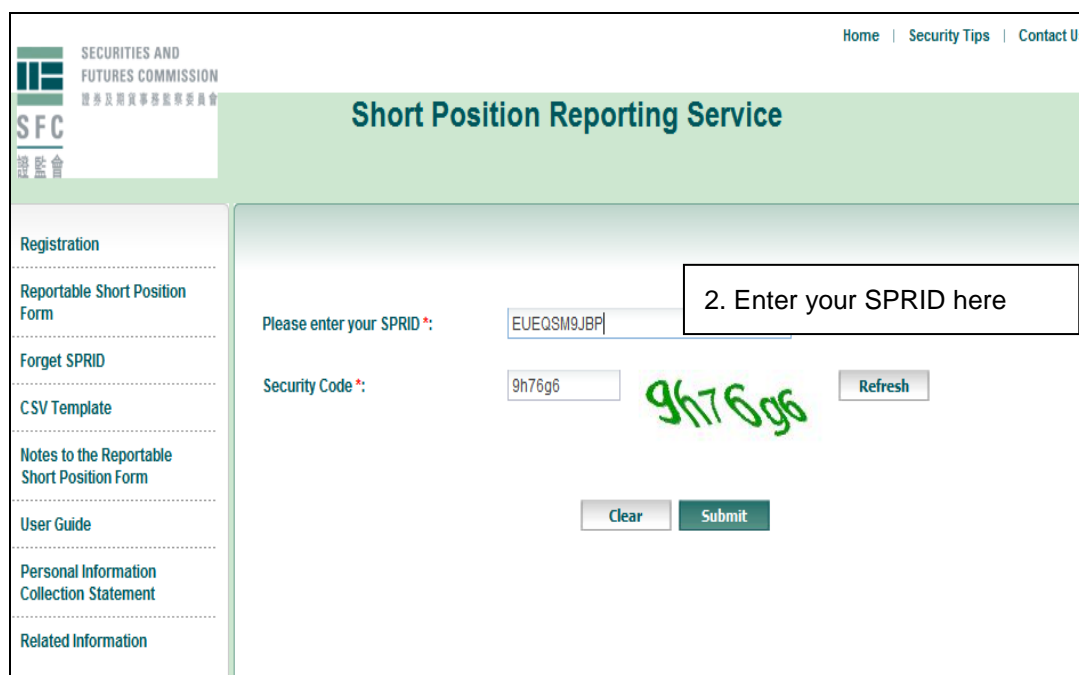
This is to acknowledge receipt of your registration with the Short Position Reporting Service on 16-April-2012 2:47:59 PM. Please click on the following link to complete the registration. You are required to complete the registration in 5 days, otherwise the registration will be invalidated.

<https://sfcportal.intra.hksec.org.hk:445/dspuat/gateway/activate?data=a0ERN4FaEUscprMG0WGQFOzXbTgHxGlzUNeDSArmM0H0IQOsVln50siFJnwa0RMGFPxT7WpUuZBkw6X8FT%2BoKubmDZWHKduZHSMptdiGjyU%3D>

Yours faithfully,

Supervision of Markets
SECURITIES AND FUTURES COMMISSION

1. Click the link in the email



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

Home | Security Tips | Contact Us

Short Position Reporting Service

Registration

Reportable Short Position Form

Forget SPRID

CSV Template

Notes to the Reportable Short Position Form

User Guide

Personal Information Collection Statement

Related Information

Please enter your SPRID *:

EUEQSM9JBP

2. Enter your SPRID here

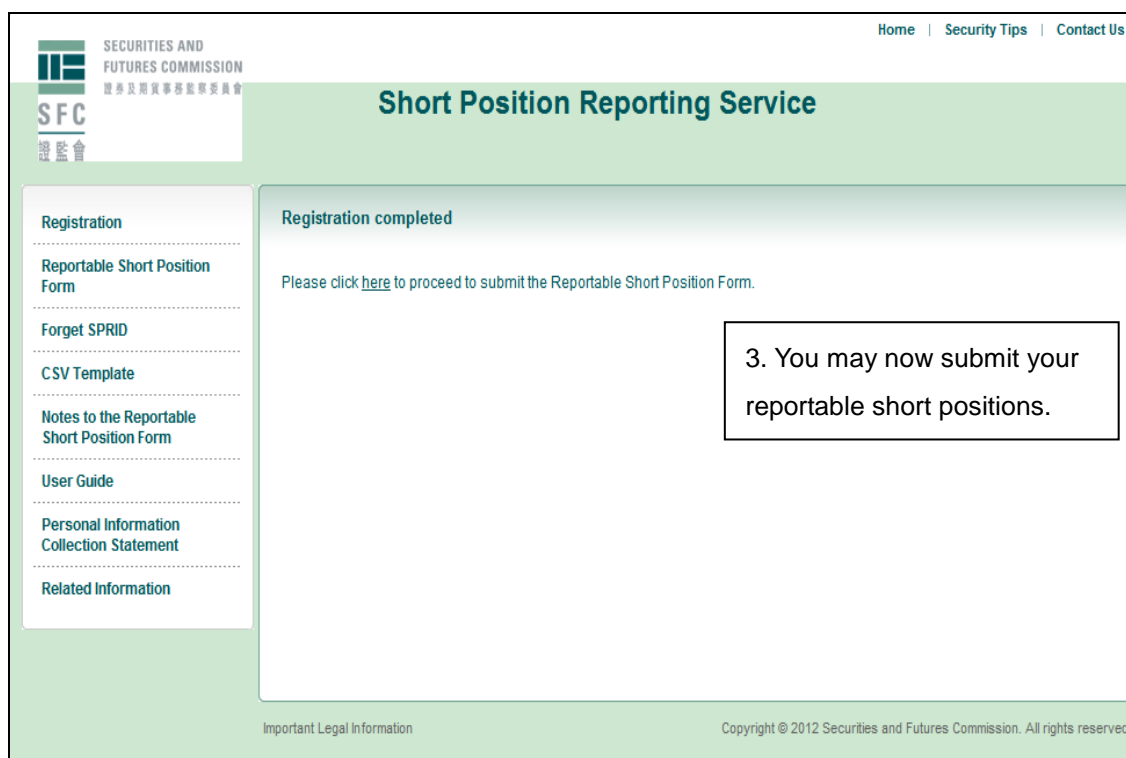
Security Code *:

9h76g6

9h76g6

Refresh

Clear Submit



The screenshot shows the 'Short Position Reporting Service' page of the Securities and Futures Commission (SFC). The page has a green header with the SFC logo and navigation links: Home, Security Tips, and Contact Us. A left sidebar contains a menu with the following items: Registration, Reportable Short Position Form, Forget SPRID, CSV Template, Notes to the Reportable Short Position Form, User Guide, Personal Information Collection Statement, and Related Information. The main content area is titled 'Short Position Reporting Service' and displays a 'Registration completed' message. Below this message, it says 'Please click [here](#) to proceed to submit the Reportable Short Position Form.' A callout box on the right side of the main content area contains the text: '3. You may now submit your reportable short positions.' At the bottom of the page, there is a footer with 'Important Legal Information' on the left and 'Copyright © 2012 Securities and Futures Commission. All rights reserved.' on the right.

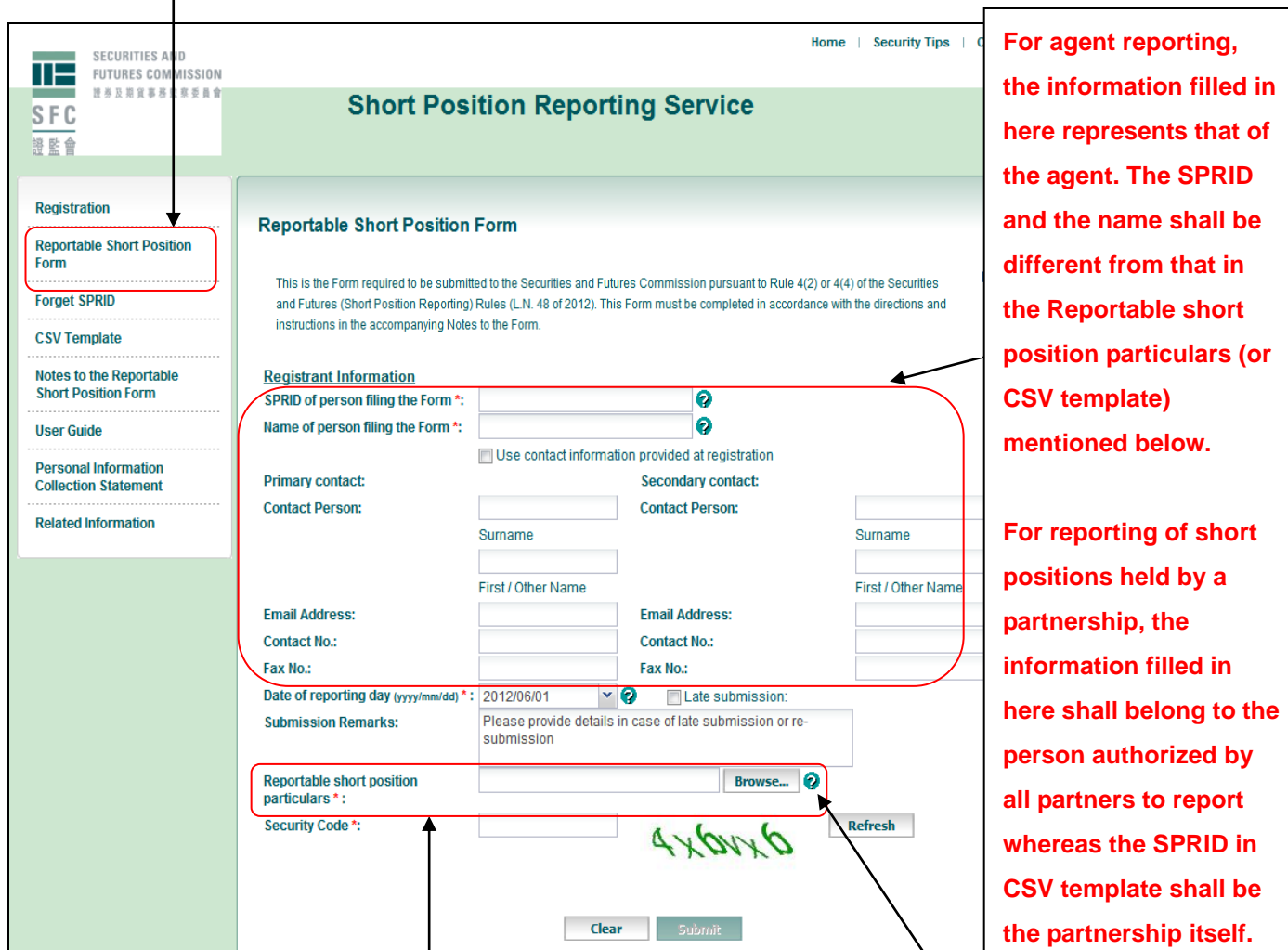
SPRID expiry

An activated SPRID will be expired and cannot be used for reporting if it has not been used for submission for a long period of time, currently set as one year. Re-registration will be required prior to any submission.

Step 5: To complete the Reportable Short Position Form

Please refer to the **Notes to the Reportable Short Position Form** for directions on how to complete this Reportable Short Position Form.

To file your reportable short positions, please click “Reportable Short Position Form” to begin.




For agent reporting, the information filled in here represents that of the agent. The SPRID and the name shall be different from that in the Reportable short position particulars (or CSV template) mentioned below.

For reporting of short positions held by a partnership, the information filled in here shall belong to the person authorized by all partners to report whereas the SPRID in CSV template shall be the partnership itself.

The CSV template shall contain SPRID(s) of the person(s) who have the reportable short positions. They can be different from the “person filing the Form” mentioned above.


Please refer to the **Appendix** for the detail specification of the CSV template.

Tooltips  with more explanations are available next to the major mandatory fields for ease of completing the Form.

Step 6: Submission acknowledgement

Immediately after a short position report has been successfully submitted, an acknowledgement receipt with a submission reference will be provided on the screen. You are recommended to save and/or print the acknowledgement receipt for your record. You may also “Submit Another Form” or go back to Home page.

On-screen submission acknowledgement



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

[Home](#) | [Security Tips](#) | [Contact](#)

Short Position Reporting Service

Acknowledgement of Receipt of Reportable Short Position Form

Submission Summary

Submission Reference:	SFC12107PT238L	Submission Reference generated after successful submission
Reporting Day:	13-April-2012	
Late submission:	No	Algorithm generated to represent the specific contents of the file uploaded
No. of reportable short position:	3	
Name of CSV file:	20120413_ABCHedgeFund.csv	
Submission check digits:	2659a358e947560b0becf475bbba65aa	
Date/Time of Submission:	16-April-2012 4:06:41 PM	You are recommended to save and/or print the acknowledgement receipt for your record.
Submission Remarks:		

Contact Information

SPRID of person filing the Form:	EUEQSM9JBP	You are recommended to save and/or print the acknowledgement receipt for your record.
Name of person filing the Form:	ABC Hedge Fund	
Use contact information provided at registration:	Yes	

[Home](#) | [Submit Another Form](#) | Print | Save

Besides the on-screen submission acknowledgement after each successful submission, a submission acknowledgement email will be sent to the primary contact person provided at registration and, if applicable, to the primary contact person provided in the Form after each submission. Owing to security concern, only minimum amount of information will be provided in the submission acknowledgement email.

Submission acknowledgement email



Amendment to submissions

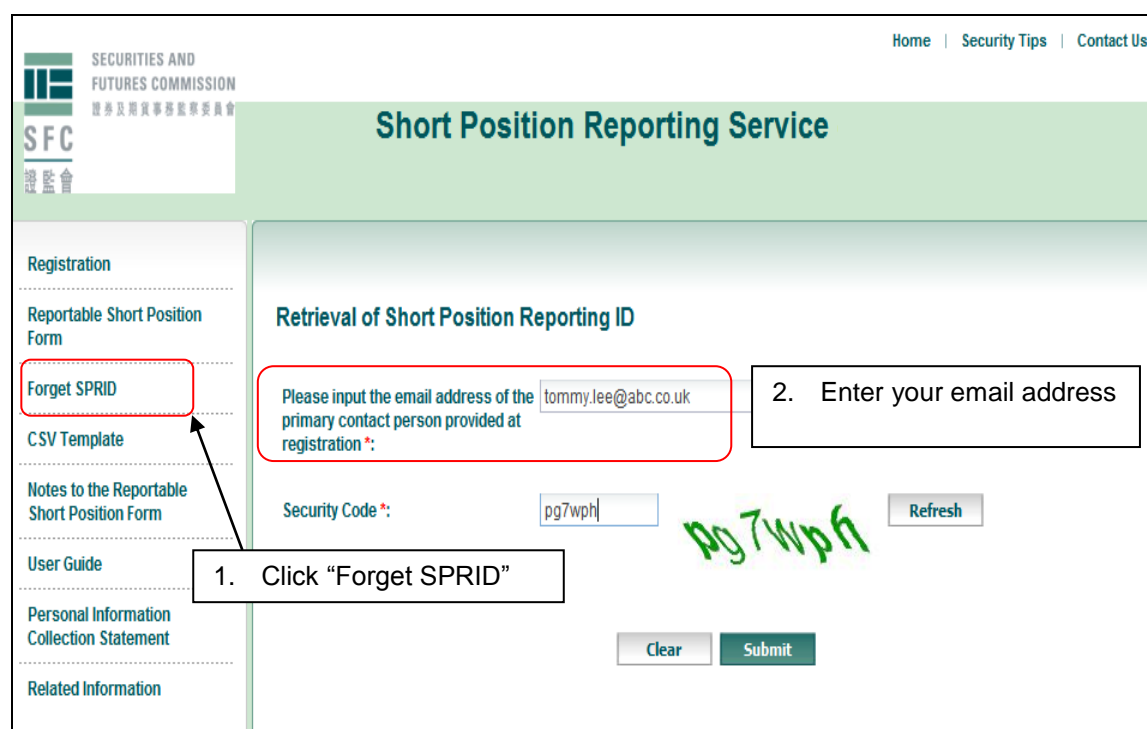
Partial amendment or withdrawal on the reportable short position particulars is not supported. You can only re-submit the whole Reportable Short Position Form to supersede the previous submission. Appropriate remarks including the reason(s) for re-submission and the previous submission reference number (for example, **SFC12107PT238L**) specified in the previous submission acknowledgement must be provided.

Re-submission must be done before the reporting deadline, otherwise, it will be treated as a late submission.

3. Other functions

Forget SPRID

If you have forgotten your SPRID, you may retrieve it by clicking “Forget SPRID”. You will need to input the email address of the primary contact person provided at registration and your SPRID will be sent to that email account.



The screenshot displays the 'Short Position Reporting Service' interface. On the left, a navigation menu includes 'Registration', 'Reportable Short Position Form', 'Forget SPRID' (highlighted with a red box and an arrow pointing to it), 'CSV Template', 'Notes to the Reportable Short Position Form', 'User Guide', 'Personal Information Collection Statement', and 'Related Information'. The main content area is titled 'Retrieval of Short Position Reporting ID'. It contains a form with the following elements:

- A text input field for the email address, containing 'tommy.lee@abc.co.uk'. A callout box labeled '2. Enter your email address' points to this field.
- A text input field for the 'Security Code *', containing 'pg7wph'. A callout box labeled '1. Click "Forget SPRID"' points to the 'Forget SPRID' link in the navigation menu.
- A 'Refresh' button next to the security code field.
- 'Clear' and 'Submit' buttons at the bottom of the form.

Handwritten green text 'pg7wph' is visible next to the security code input field.

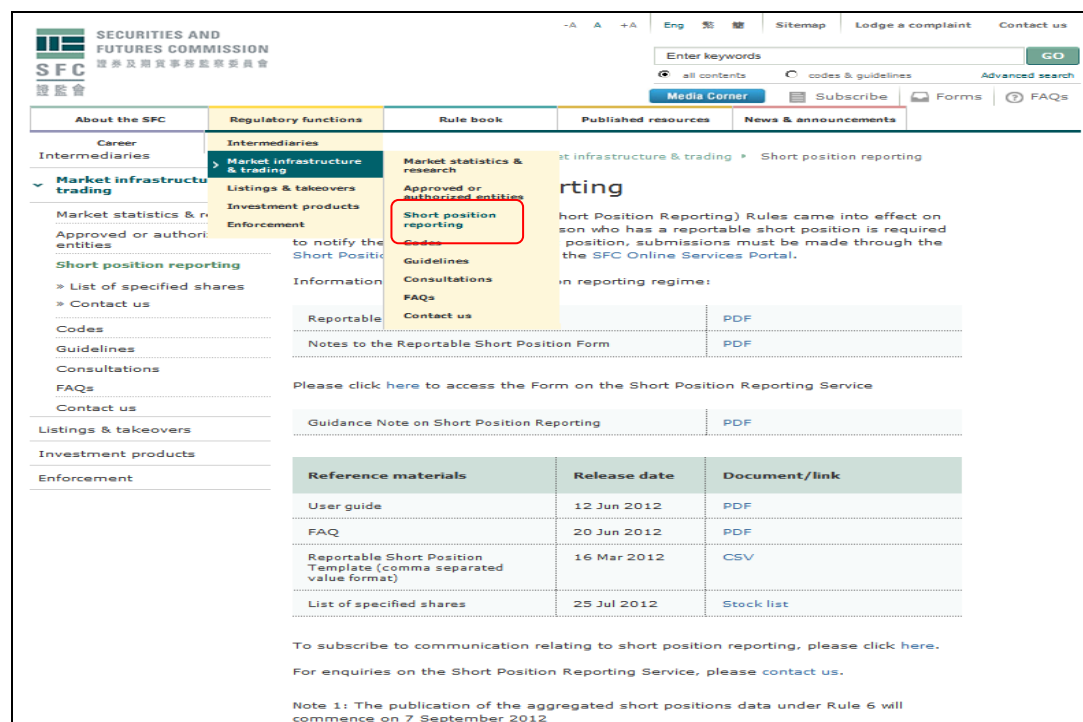
Short Position Reporting Service- User Guide

Related information

Please click the box for more information relating to the short position reporting regime, which will bring you to the Short Position Reporting web corner where you can find other reference materials.



Alternatively, you may visit our Short Position Reporting web corner at <http://www.sfc.hk/web/EN/regulatory-functions/market-infrastructure-and-trading/short-position-reporting/>



Reference materials	Release date	Document/link
User guide	12 Jun 2012	PDF
FAQ	20 Jun 2012	PDF
Reportable Short Position Template (Comma separated value format)	16 Mar 2012	CSV
List of specified shares	25 Jul 2012	Stock list

4. Arrangement for system breakdown

Please refer to **Frequently Asked Questions E-4**.

5. Specification of internet browser for electronic submission

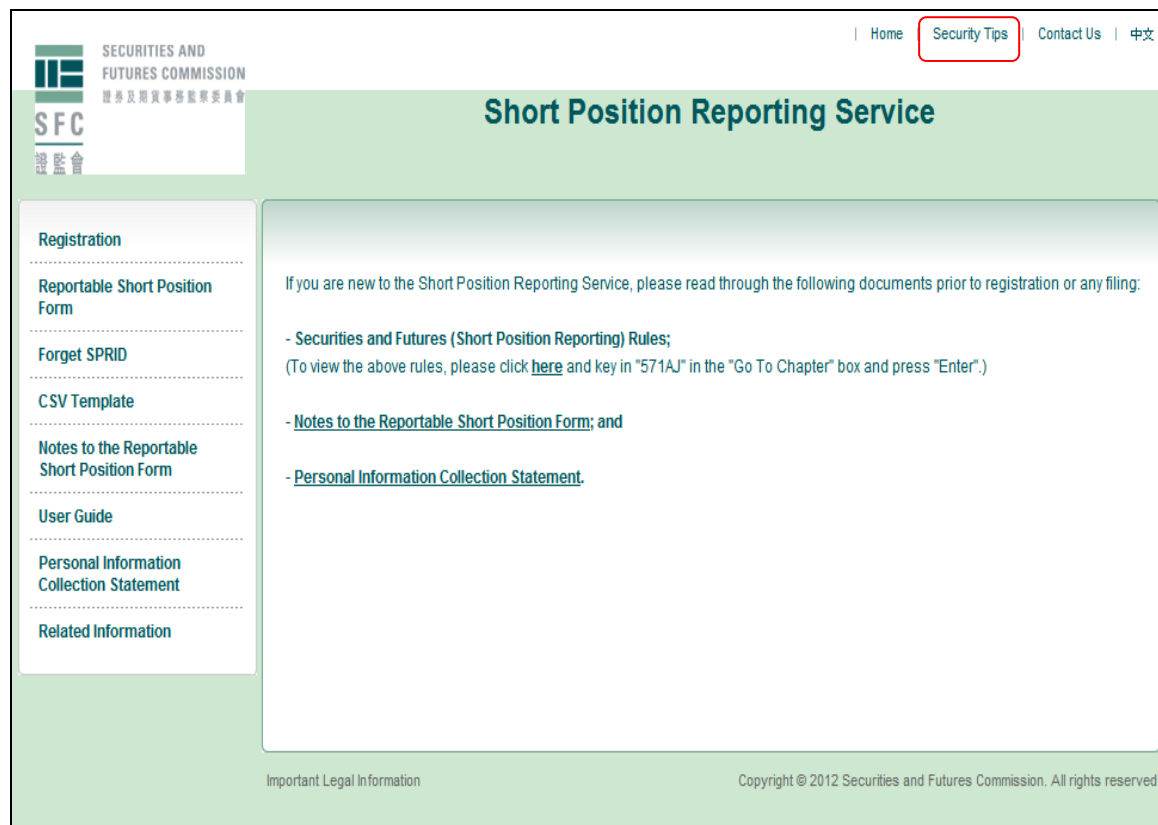
To use the SPR Service, users would need to have computers that meet the below specifications:

Internet Browser

- Microsoft Internet Explorer 7.0 or above
- Firefox 3.0 or above
- Cookies and JavaScript must be enabled on browser
- Optimum screen resolution is 1024 x 768

6. Security tips

It is available for download from the SPR Service.



The screenshot shows the homepage of the Short Position Reporting Service. At the top, there is a navigation bar with links for Home, Security Tips (highlighted with a red box), Contact Us, and 中文. The main header features the SFC logo and the title 'Short Position Reporting Service'. On the left side, there is a sidebar menu with links for Registration, Reportable Short Position Form, Forget SPRID, CSV Template, Notes to the Reportable Short Position Form, User Guide, Personal Information Collection Statement, and Related Information. The main content area contains a message for new users, stating that they should read through the following documents prior to registration or any filing: Securities and Futures (Short Position Reporting) Rules; Notes to the Reportable Short Position Form; and Personal Information Collection Statement. The footer includes 'Important Legal Information' and 'Copyright © 2012 Securities and Futures Commission. All rights reserved.'

7. Contact us

To report any problem encountered when using the SPR Service, please provide the following information if available:

- Date and time of encountering the problem;
- SPRID(s) involved;
- System messages or screen-dumps;
- Actions leading to the problem, etc.



The screenshot shows the 'Short Position Reporting Service' contact page. At the top left is the SFC logo and the text 'SECURITIES AND FUTURES COMMISSION' and '證券及期貨事務監察委員會'. To the right, the title 'Short Position Reporting Service' is displayed. Below this is a 'Contact Us' section. The text reads: 'For general enquiries not related to the Short Position Reporting Service, please click [here](#).' followed by 'For enquiries on the Short Position Reporting Service:'. Then, contact details are listed: 'By E-mail : shortpositions@sfc.hk', 'By Post : Supervision of Markets Division, Securities and Futures Commission, 8th Floor, Chater House, 8 Connaught Road Central, Hong Kong', and 'Please state on the envelope : Short Position Reporting Enquiries'. Finally, 'By Fax : (852) 2521-7917' is listed.

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

SFC
證監會

Short Position Reporting Service

Contact Us

For general enquiries not related to the Short Position Reporting Service, please click [here](#).

For enquiries on the Short Position Reporting Service:

By E-mail : shortpositions@sfc.hk

By Post : Supervision of Markets Division
Securities and Futures Commission
8th Floor
Chater House
8 Connaught Road Central
Hong Kong

Please state on the envelope : Short Position Reporting Enquiries

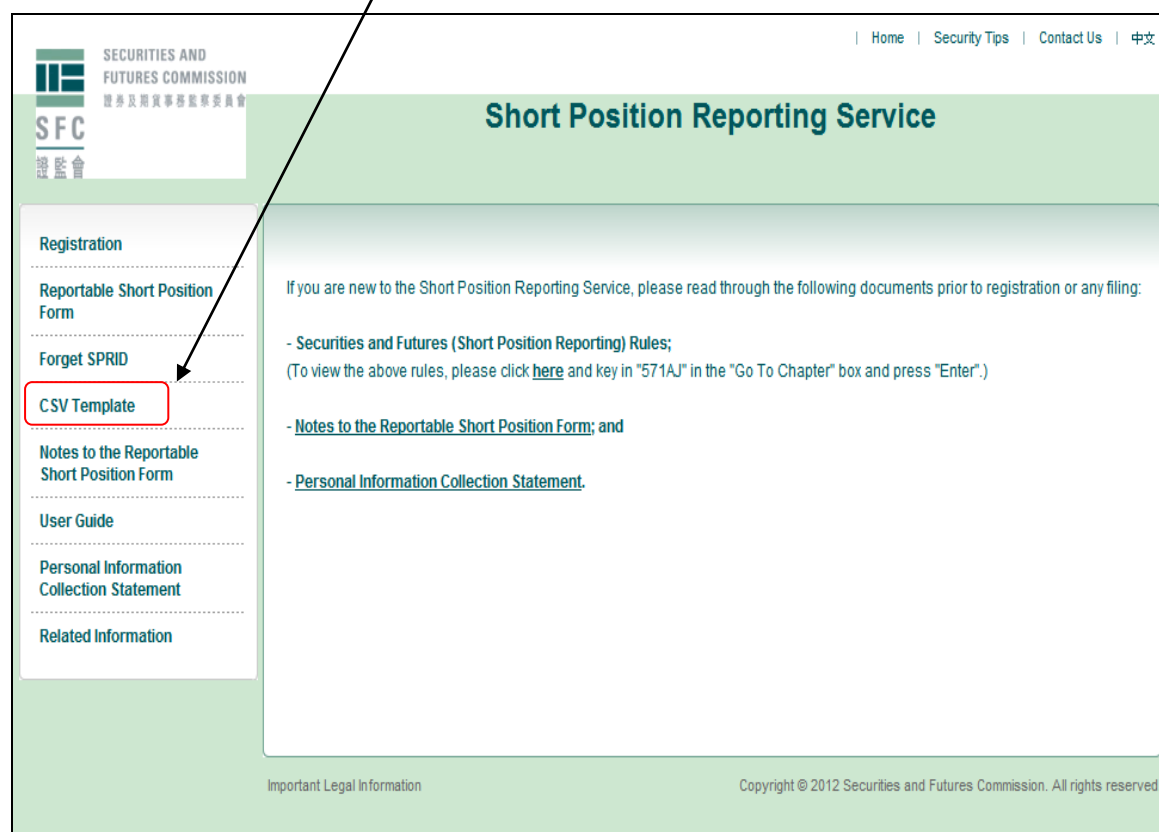
By Fax : (852) 2521-7917

Appendix: File format and technical specification of the CSV template

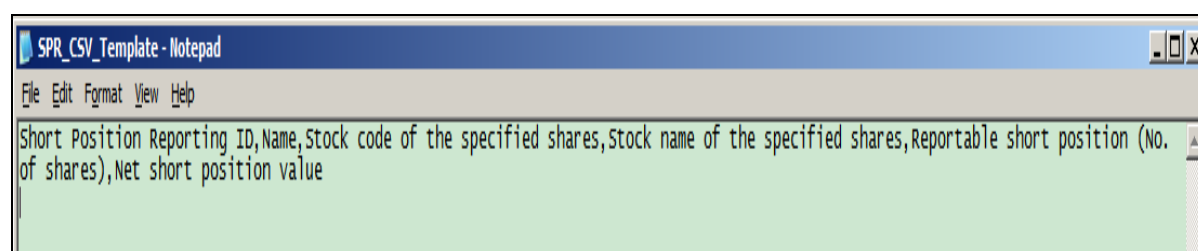
Description

This is the data file specification of the CSV template (Reportable short position particulars) to be uploaded using SPR Service. The format of the data file must strictly follow the specification in the **Notes to the Reportable Short Position Form paragraphs 15 and 16.**

To begin, you may download a blank template from the SPR Service by clicking “CSV Template”



Here is a blank CSV template:

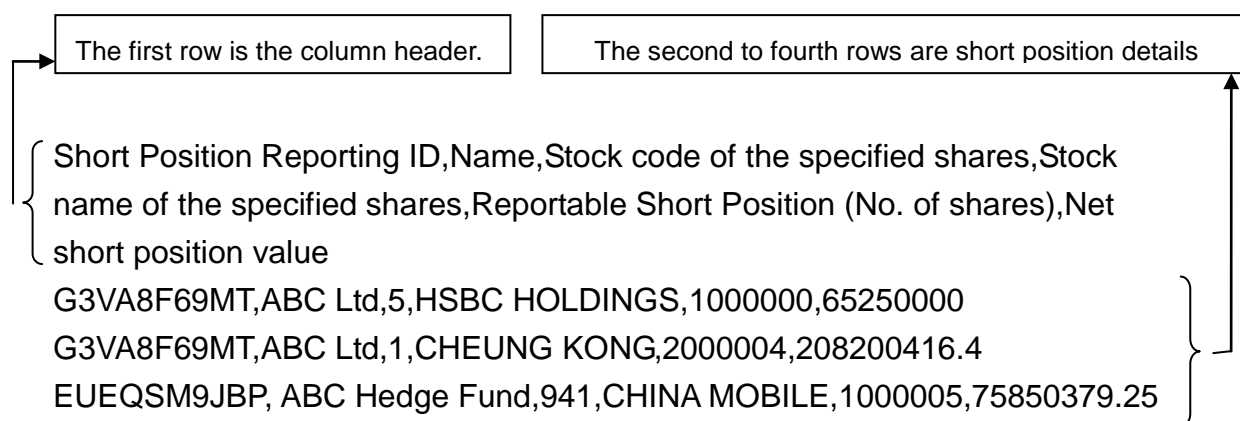


File format

Comma Separated Value (CSV) file with fixed numbers of fields on each row.

Detailed format of the data file

The file must contain 6 fields per row and the first row of the file must be field headers described as below. Each field must be separated by a comma. A blank template with prescribed field header can be downloaded from SPR Service. For example, the data in CSV format should look like:



During the Pilot Run, some market participants had received the warning message of “Inconsistent Reportable short position and Net short position value in line xx. Please check the closing price used for calculation.” even though they have used the specified closing price for calculating the Net short position value. This is due mainly because some reported Net short position values with decimal value have been truncated to the nearest dollar due to various technical reasons. The warning message had led to some operational concerns. To address the operational issue, the SPR Service will no longer issue warning message in the above-mentioned scenario. Please be reminded that there are no changes to the reporting requirements and it is the responsibilities of the persons who are reporting their reportable short positions to the SFC to ensure the accuracy of the data submitted as required by the Securities and Futures (Short Position Reporting) Rules.

Please note that a CSV template may contain multiple SPRIDs in cases of agent reporting.

File size limit

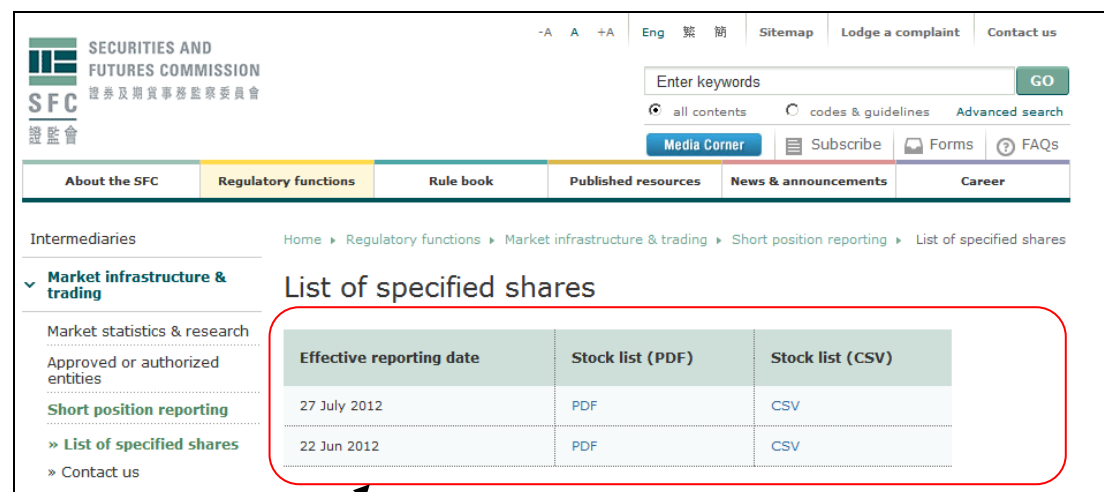
The maximum number of rows (excluding the field headers) that a CSV template should contain is 1000. If the template contains more than 1000 rows (excluding the field headers) or exceeds 1MB in size, you must split it into multiple templates and submit them separately. For each short position submission, only 1 template can be uploaded.

List of specified shares

The name and stock code of the specified shares in CSV and PDF formats is available on SFC's website at

<http://www.sfc.hk/web/EN/regulatory-functions/market-infrastructure-and-trading/short-position-reporting/list-of-specified-shares.html>

You are highly recommended to download the List of specified shares (List) and use the exact stock code and stock name in the List to prepare the template for submission. **CSV template must contain only short positions on the specified shares. CSV template which contains short positions on shares outside the List will be rejected by the SPR Service.**



Effective reporting date	Stock list (PDF)	Stock list (CSV)
27 July 2012	PDF	CSV
22 Jun 2012	PDF	CSV

For example, if the "Date of reporting day" under the Form is chosen to be 27 July 2012 or later, you should use the List with the Effective Reporting Date which is also 27 July 2012. For "Date of reporting day" on or after 22 Jun 2012 but before 27 July 2012, the List with Effective Reporting Date of 22 Jun 2012 should be used instead.