

Shenzhen Branch of China Securities Depository and  
Clearing Corporation Limited

B-to-H Share Conversion  
Domestic Operations Guide

October 2013

## Table of Contents

<b>Forward</b> .....	3
<b>Chapter 1 Initial Share Registration, Depository and Legal Relationship of All Parties</b> .....	5
<b>Chapter 2 Execution and Clearing and Settlement of Transactions</b> .....	7
<b>Chapter 3 Change of Custodians</b> .....	9
<b>Chapter 4 Other Non-trade Related Activities</b> .....	14
<b>Chapter 5 Equity Distribution</b> .....	16
<b>Chapter 6 General Meetings</b> .....	17
<b>Chapter 7 Client Information Provided to Hong Kong Regulatory Bodies</b> .....	17
<b>Chapter 8 Methods for Submitting Business Applications</b> .....	18
<b>Appendix 1: Application Form for Change of Domestic Custodians for H Shares</b> .....	22
<b>Appendix 2: Application Form for Change of/to Overseas Custodians for H shares</b> .....	23
<b>Appendix 3: Correction Form for Errors in Change of Domestic Custodians for H Shares</b> .....	25
<b>Appendix 4: Notice of General Meeting</b> .....	26
<b>Appendix 5: DBF Data Format for Business Application by Securities Companies (Custodian Banks)</b> .....	28

## Forward

This operations guide is applicable to the change of listing location of domestically listed foreign shares for listing and trading on the main board of The Stock Exchange of Hong Kong Limited (“SEHK”) by way of introduction, (“B-to-H Share Conversion”), with China Securities Depository and Clearing Corporation Limited (“China Clearing”) as the nominee of such H shares converted from B shares.

“Domestic securities companies” mentioned in this operations guide refers to securities companies that have completed upgrade and modification of their trading systems, and are capable of providing investors real-time information on H shares and accepting transaction orders. Securities companies and custodian banks that have not arranged upgrade and modification of their trading systems shall ensure they will fulfil their obligations to notify all investors through proper channels, advising investors to promptly exercise their cash options or change their custodians.

“Domestic operations” mentioned in this operations guide refer to the various businesses relating to B-to-H Share Conversion and after the conversion to H shares conducted by investors through domestic securities companies, such as trading and making enquiries through the trading systems of domestic securities companies, arranging pledge, lock-up, transfer of ownership without transaction, change of custodians, and equity distribution through domestic securities companies or the Shenzhen branch of China Securities Depository and Clearing Corporation Limited (the “Company”), as well as overseas investors’ change of/to overseas custodians for H shares of nominee account through custodians.

This operations guide does not cover operations conducted overseas, i.e. opening of independent H share account by overseas investors with overseas brokers, and business conducted directly through overseas brokers.

For H shares converted upon the completion of the B-share to H-share conversion, the provisions of the listing rules and trading rules of Shenzhen Stock Exchange (“SZSE”) will no longer be applicable.

## **Chapter 1 Initial Share Registration, Depository and Legal Relationship of All Parties**

### **I. Initial share registration and depository**

As the nominee of the relevant investors' H shares after conversion from B shares of a company conducting B-to-H Share Conversion, China Clearing will proceed with initial share registration with a Hong Kong share registrar.

Upon initial share registration, China Clearing shall transfer the shares by electronic means to its share account with Hong Kong Securities Clearing Company Limited ("HKSCC").

The Company shall make initial record of particulars of the H shares held by investors based on the relevant B share account of investors, and establish an investors' shareholding database.

### **II. Legal relationship of all parties**

1. Upon the conversion of B shares into H shares, China Clearing, being the nominee of H shares held by the relevant investors in the Hong Kong market, handles matters relating to the H shares held, such as trading, settlement, equity distribution, and voting, on behalf of the investors (except otherwise stipulated by the law and regulations of Hong Kong and this operations guide); handles domestic businesses relating to the H shares held by the investors according to the business model of Shenzhen B shares within the mainland (should there be any discrepancy between the methods of handling domestic business and B share business model, this guide shall prevail). China Clearing has authorized the Company to handle the aforesaid matters and businesses.
2. During the process of and after the successful implementation of the B-to-H Share Conversion, the legal relationship, rights and obligations of domestic securities companies and investors and other market players in relation to the H shares, shall inherit from the same legal relationship and rights and obligations formed among the concerned parties on the basis of B shares, and the contents thereof remain intact.

The contents of the legal relationship relating to B shares stipulated in the following agreements continue to apply to H shares until the revocation of such agreements. Domestic securities companies, while handling businesses relating to H shares, shall fulfil their respective responsibilities and obligations in accordance with the contents relating to B shares contained in the following agreements:

- (a) “Settlement agreement between settlement parties” entered into between domestic securities companies and China Clearing;
- (b) “Securities trading agents appointment agreement” entered into between domestic securities companies and investors, and other relevant agreements

Domestic securities companies are responsible for investor services such as promotion, consultation, communication, handling complaints, dispute settlement, which include but not limited to the following services:

- (a) Notification of all critical points of time (the date of general meeting for voting, the last trading day for B shares, the date to vote on the intention for B-to-H Share Conversion, the date to exercise cash options), and keeping record on the relevant notification.
- (b) Consultation and communication in relation to trading restrictions on and differences between domestic investors, domestically trading overseas investors.
- (c) Handling of investors’ complaints and dispute settlement properly. Should the Company be involved, domestic securities companies may request the Company to provide assistance accordingly.

Prior to the application for transaction instruction, change of custodians or other non-trade related businesses, domestic securities companies are responsible for review and verification of the prima facie authenticity and legitimacy of the identity of investors or applicants and their proof of identity, and shall be liable to the results of such review and verification.

## **Chapter 2 Execution and Clearing and Settlement of Transactions**

### **I. Execution of transaction**

Investors who trade H shares through domestic securities companies can only place sell orders but not buy orders.

Trading orders of investors are being forwarded by domestic securities companies to overseas securities agents, through Shenzhen Securities Communication Co., Ltd. (“Shenzhen Securities Communication”). Transaction return will be sent from overseas securities agents to Shenzhen Securities Communication, which will forward the same to domestic securities companies.

### **II. Clearing and settlement of transactions**

(1) In the evening of T day, the Company will, in accordance with the transaction particulars of that day provided by overseas securities agents, deliver transaction particulars and data summary for securities brokers to domestic securities companies. Domestic securities companies will, according to the aforesaid transaction particulars and account reconciliation documents, conduct secondary settlement and reconciliation with securities account information and particulars in hand, and make adjustment to the particulars and outstanding balance of investor accounts, thereby reconciling discrepancies. T day is a common trading day of SEHK and SZSE.

(2) Before 9 am on T+1 day, overseas securities agents will deliver to the Company documents containing particulars of securities settlement (including various taxes and fees) incurred on T day. On that day, China Clearing and overseas securities agent will carry out pre-order matching through the clearing system in Hong Kong. T+1 day is counted according to the settlement day of HKSCC.

(3) In the morning of T+2 day, China Clearing and overseas securities agents complete real-time settlement of securities and fund, with shares being transferred from China Clearing’s share account with HKSCC to overseas securities agents’ share account with HKSCC, and funds being transferred from overseas securities agent’s

designated Hong Kong bank account to China Clearing's designated Hong Kong bank account. T+2 day is counted according to the settlement day of HKSCC.

In the afternoon of T+2 day, the Company will transfer the settlement amount from China Clearing's Hong Kong bank account to the Company's domestic settlement bank's account, and recognize the amount in the settlement reserve account opened under the name of China Clearing.

At 4 pm on T+2 day, the Company will arrange for the transfers between China Clearing's settlement reserve account and the B share settlement reserve accounts of domestic securities companies, as well as changes in shareholding particulars of investors.

At the close of business of T+2 day, the Company will distributed to domestic securities companies detailed securities and fund settlement orders, as well as shareholding particulars and settlement reserve account particulars, and domestic securities companies will base on those information to adjust investors' outstanding shares and fund balance.

T+2 day is counted according to the settlement day of HKSCC. However, if T+2 day is not a business day of the Company, settlement and data transfers with domestic securities companies will be postponed to the first business day of the Company after that day.

### **III. Investor's short-selling**

If there is short-selling by an investor as a result of failure in front-end trading control, and the investor fails to provide sufficient securities before the final settlement time of the Hong Kong market, the overseas securities agent will purchase the shortfall in accordance with the Hong Kong market procedures, with the price difference and penalty interest borne by the responsible party.

On T day, before the processing of non-trade related activities, the Company will check share data against transaction return of the day provided by overseas securities



agents. If short-selling is detected, the Company will notify the overseas securities agent through short-selling account containing transaction particulars, requesting the agent to adjust settlement data and ensure the shareholding of the investor to be reduced to as low as zero. After the adjustment of settlement data by the overseas securities agent as requested, China Clearing will conduct pre-order matching with the overseas securities agent on T+1 day.

#### **IV. Standard fee**

As a support to the development of B-to-H Share Conversion, the Company will not charge domestic settlement fee for transaction during the initial period of B-to-H Share Conversion. Should there be an increased number of companies engaging in B-to-H Share Conversion, the Company will charge investors for a settlement fee at 0.005% of the transaction amount. The minimum and maximum fees for each transaction will be HK\$2 and HK\$100 respectively

### **Chapter 3 Change of Custodians**

The change of custodian referred to in this operations guide means the change of domestic securities companies (change of domestic custodians) by domestic investors and domestically trading overseas investors in a manner similar to the change of custodian for Shenzhen B shares, or the application of overseas investors to transfer relevant shares to overseas securities companies or custodian banks (change of/to overseas custodians).

Arrangements for the change of custodian by domestic investors may only be conducted among domestic securities companies.

Overseas investors may apply to transfer their shares from domestic custodians to overseas custodians or among different Domestic Securities Companies.

#### **I. Application for change of domestic custodians**

Prior to application for change of another domestic custodian, investors should

open a cash account with the sales department of a securities company to which shares are being transferred and ascertain the serial number of the sales department, for filling in the application form for the change of custodian.

The procedures for change of domestic custodians are as follows:

1. On T day, the investor should bring along his / her identification documents and fill in the application form for the change of domestic custodians for H shares (Appendix 1) in person at the sales department of the securities company with which he / she maintains an account;

2. After the sales department of the securities company with which the investor maintains an account has verified his / her identification documents and application form for change of custodian, the application will be processed in accordance with transaction submission for change of custodian in accordance with the requirements of Shenzhen B-to-H Share Technical Interface standards;

3. On T+1, investors may enquire the balance of his transferred shares in the corresponding account open with the sales department of the securities company to which the shares are transferred;

4. In the event that the trading system of the securities company with which investors maintain an account has not been upgraded and is not able to process the change of custodian by way of transaction submission, investors can refer to the process for change of/to overseas custodians.

Following the B-to-H Share Conversion, securities companies handling change of custodian for non-specific submission or overall change of custodian for seats in Shenzhen shares should pay attention to the following:

(1) If the request for change of custodian is non-specific (without filling in the stock code) and the shares concerned include Shenzhen B shares and converted H shares, the Company will only accept the change of custodian in respect of Shenzhen B

shares, and orders for the change of custodian in respect of the converted H shares will need to re-apply separately.

(2) If the seat of a securities company applying for an overall change of custodian has converted H shares under its custody, it should first transfer the converted H shares elsewhere before applying for an overall change of custodian.

## **II. Application for change of/to overseas custodians**

Prior to the application for change of/to overseas custodians, overseas investors should open a securities trading account with a securities company or custodian bank in Hong Kong at his choice and provide details of such securities account when applying for the change of custodian.

The procedures for change of/to overseas custodians are as follows:

(1) On T day, the investor should bring along his / her identification documents and fill in the application form for the change of/to overseas custodians for H shares (Appendix 2) in person at the sales department of the securities company with which he / she maintains an account;

(2) After the sales department of the securities company with which the investor maintains an account has verified his / her identification documents and change of custodian application form, the form will be signed under the seal of the sales department of the securities company with which he / she maintains an account and shares of the investor in relation to the change of custodian will be frozen, while the application for change of custodian will be submitted to the Company (please refer to Chapter 8 for details of the method of submission);

Application for the change of/to overseas custodian cannot be processed in the same manner of the change of custodian of B share through transaction submission.

## **III. Processing of change of custodian**

(1) Processing of change of domestic custodians

Upon receipt of the order for change of domestic custodians forwarded through Shenzhen Securities Communication or written application for change of domestic custodians from the securities companies with which the investor maintains an account, the Company will carry out account reconciliation at the close of business of the day.

(2) Change of/to overseas custodians

1. Upon receipt of the application for change of/to overseas custodian from the securities company with which the investor maintains an account, the Company will check whether the shares available for use in the investor's account are sufficient for change of/to overseas custodian at close of business of the day. If there is a sufficient amount, the Company will lock up such shares for the change of/to overseas custodian. The shares would not be locked up if the amount of shares is not sufficient for the change of/to overseas custodian.

2. On the day after the receipt of the application for change of/to overseas custodians, the Company and overseas receiving securities broker completes share transfers through the Hong Kong clearing system, and the Company will reconcile accounts at close of business of the day. Particulars of the corresponding shares will be adjusted and sent to the domestic securities companies.

3. If the Company and overseas receiving securities broker cannot complete share transfers on the day after the receipt of application for change of/to overseas custodians, the two parties will discuss to determine whether or not to continue to proceed with the change of/to overseas custodians on the following day.

#### **IV Cancellation and adjustment of change of custodian**

(1) The change of custodian may be cancelled on the day of application. The investor and the sales department of the securities company with which the account is maintained should confirm such cancellation by signing under the seal on the original application form for change of custodian, with the time of order withdrawal clearly marked. The process for cancellation of application is identical with that for the application for change of custodian, and the time for submission for application for cancellation should be in compliance with the requirements for application for change of custodian;

(2) Should errors be identified after a domestic custodian is changed, the investor should fill in the application form for adjustments of errors in the change of/to custodian by reference to the procedures for change of/to overseas custodians, and for processing by the Company.

(3) Application for adjustment may not be made after the completion of change of/to overseas custodians.

## **V. Time for application for change of custodian**

The time for transaction submission for change of custodian is the same as the time for placing trade orders. The time slots for non-transaction submission for change of custodian are as follows:

(1) An investor should submit his / her application for change of custodian or cancellation of such application to the sales department the securities company with which he / she maintains an account before 11 am on each common trading day of SEHK and SZSE;

(2) Securities companies with which the investor maintains an account should submit their applications for change of custodian or cancellations of such applications to the Company before 2 pm on each common trading day of SEHK and SZSE;

## **VI. Fees for change of custodian**

The change of domestic custodians is free of charge.

The change of/to overseas custodians is subject to a handling fee of HK\$50 / per application + 0.002% of the aggregate closing value of the concerned shares on the previous trading day (less than 1 cent will be rounded up to 1 cent and subject to a minimum charge of HK\$2), to be charged by the Company from the receiving securities brokers via CCASS on a delivery-versus-payment (DVP) basis. An overseas investor who submits an application for change of/to overseas custodian to a securities company or custodian bank for the H shares held under the Company's nominee account is not subject to any fees or charges. Whether an overseas investor is required to pay such a fee to the overseas receiving securities broker is depending on the requirements of such overseas receiving securities broker.

## **Chapter 4 Other Non-trade Related Activities**

### **I. Freezing and pledge**

1. Freezing of B-to-H Share will be conducted by reference to “A guide on assistance on freezing transferable securities by China Clearing Shenzhen Branch” ([www.chinaclear.cn](http://www.chinaclear.cn)—Operation rules—Shenzhen market—Others).

2. Pledge of B-to-H Share will be conducted by reference to “A guide on pledge of securities by China Clearing Shenzhen Branch” ([www.chinaclear.cn](http://www.chinaclear.cn)—Operation rules—Shenzhen market—Registration and depository).

### **II. Non-trade related transfer**

Non-trade related transfer will be conducted by reference to “A guide of non-trade related transfer by China Clearing Shenzhen Branch” ([www.chinaclear.cn](http://www.chinaclear.cn)—Business Rules—Shenzhen market—Registration and Depository). Having taken into account the characteristics of relevant overseas listed shares, non-trade related transfer of B-to-H Share will be arranged as follows:

1. For securities transfer resulting from property segregation in relation to disqualification of legal person, inheritance (including bequests), divorce, and donation to foundation, information for application should be provided according to the requirements of “A guide on non-trade related securities transfer by China Clearing Shenzhen Branch”

2. Non-trade related securities transfer of property segregation in relation to inheritance and divorce could be either conducted through custodian securities company, or through registration counter of the Company. Confirmation from stock exchange is not required.

3. Clearing company will effect the transfer in accordance with the application of the concerned party. Securities transfer through agreement does not require written confirmation from stock exchange.

4. Mandatory securities transfer under judicial order will be conducted by reference to “Working procedure of assistance to law enforcement by China Clearing Shenzhen Branch”

5. The criteria of charging handling fee for non-trade related transfer: the closing price of the previous trading day x number of shares involved x 0.0841%, and should be charged to both sides of the transfer.

6. The stamp duty for shares transfer is settled by the concerned parties according to the requirement of the Stamp Office of the Inland Revenue Department of Hong Kong Special Administrative Region, the Company or custodian securities company will process the non-trade related transfer.

7. As the relevant exercise will involve cross-border activities, such as paying stamp duty according to the law of Hong Kong, investors and stakeholders are advised to seriously consider, to realize non-trade related transfers through disposal of shares for cash.

## **Chapter 5 Equity Distribution**

### **I. Principles of distribution**

The Company will conduct the distribution according to investors' shareholdings, freezing condition, securities accounts and custodians units as at the record date after receiving the equity from HKSCC.

### **II. Timing for the deposit**

For the equity in form of cash, the Company will distribute the cash equity to securities companies through settlement reserve account and issue equity distribution information on the day immediately following the deposit of equity to overseas bank settlement accounts, as HKSCC's distribution will be deposited in the evening of distribution date.

For equity in form of securities (shares arising from capitalization of capital reserves and bonus shares), the Company will book the equity securities into the investors' securities accounts and issue equity distribution information to securities companies at close of business of the deposit date of equity distribution by HKSCC.

If the original determined equity distribution date mentioned above is not a working day of the Company, the distribution will be deferred to the immediate following working day of the Company.

There might be a relatively long gap between the deposit date for equity and the record date. Securities companies should properly handle such issues as the cancellation of securities accounts or cash accounts by investors before the deposit of equity.

### **III. Charges criteria**

For equity distribution in form of cash, the Company will distribute the cash equity to local investors the net amount after deducting the fee charged by HKSCC. No addition handling charge will be charged.

For the equity distribution in form of securities, there is no handling charge by the



Company.

## **Chapter 6 General Meetings**

The securities companies and custodian banks which are the custodians for the H shares held under the Company's nominee account should inquire about investors' voting instructions after the record date for B-to-H Share Conversion, and collect the completed notice of general meeting (Appendix 4) filled by investors and submit the same to the Company (please refer to Chapter 8 of this operations guide for details of method for submission). Upon receipt of the completed notice of general meeting, the Company will process registration with HKSCC.

The notice to general meeting comprises Parts A and B:

Should investors wish to attend a general meeting in person or by proxy, they must fill up Part A of the notice of general meeting. Investors or their proxies will only be qualified to attend a general meeting after confirmation by inputting the aforementioned via the Company into CCASS. On the day of the general meeting, the attendee should produce his / her investor identification and relevant documents. Proxies attending on behalf of others should produce their proxy forms. Prior to admission to a general meeting, the identifications and proxy forms shown by attendees will be verified against information confirmed by CCASS.

Investors filling up Part B indicate that they will not attend the general meeting in person and appoint the Company to process an electronic vote on their behalf. For investors with shares not yet arranged for change of/to overseas custodian who wish to take an electronic vote, they can only do so by filling up Part B of the notice of general meeting and appoint the Company to act on their behalf.

## **Chapter 7 Client Information Provided to Hong Kong Regulatory Bodies**

If any Hong Kong regulatory bodies, including but not limited to the Securities and Futures Commission (SFC) and the SEHK, pursuant to the provisions of any applicable

laws or regulations, requiring the Company, either directly or through overseas brokers, to provide customer information or transaction details of an investor account.

The relevant securities companies and custodian banks should produce the relevant information provided by investors required to be retained or recorded under operation regulations such as securities account management rules, after receiving the request of the Company within designated timeframe or two working days (whichever is shorter). Such request should remain valid even if the investor account has been terminated prior to the request,

If such data or information has been stored in the Company's settlement system, the Company may provide any information of an investor account to any Hong Kong regulatory bodies, including but not limited to, the SFC and SEHK.

## **Chapter 8 Methods for Submitting Business Applications**

Securities companies acting as custodian for H shares holding under the Company's name and custodian banks shall submit business application regarding change of/to overseas custodians and general meeting to the Company by sending email to designated e-mail addresses. Details are as follows:

### **I. Designated e-mail addresses**

1. After the publication of this operations guide, securities companies and custodian banks shall send copy of illustration with corporate seal of securities companies or relevant department of headquarters of custodian banks as well as the designated e-mail address to the email address ([btoh@chinaclear.com.cn](mailto:btoh@chinaclear.com.cn)) assigned by the Company for receiving business application. The title of the illustration should be "The illustration of designated e-mail addresses for business application of B-to-H Share Conversion of "name of securities company" (or custodian bank)". The recipient should be "Shenzhen branch of China Securities Depository and Clearing Corporation Limited" while the content should be "The email address of name of securities company (or custodian bank) reserved for business application of B-to-H Share Conversion is

\_\_\_\_\_”. All emails sent from the designated email address will be deemed to be approved or agreed to be sent by authorized department of the company (or bank). The email address from which the illustration is being sent should be the designated email address for business application of securities companies (or custodian bank).

At the same time, an EXCEL form designated “Information sheet of contact of B-to-H Share Conversion of “name of securities company” (or custodian bank)” should be submitted in the following format:

Name of organisation	Name of department	Email address for business application	Contact person	Contact telephone no.

2. Should the reserved e-mail address be changed, an illustration with corporate seal of securities companies and relevant department of headquarters of custodian banks should be submitted in advance.

3. When submitting business applications to the Company, securities companies and custodian banks should send e-mails to the e-mail address assigned by the Company for receiving business applications through e-mail addresses designated according to required format (For details please refer to this Section II of this chapter “Business applications format). Securities companies and custodian banks should manage their designated e-mail addresses properly. All e-mails sent from such designated e-mail addresses will be deemed as business applications submitted by securities companies (or custodian banks) to the Company.

**II. Business applications format**

1. Recipient

Regular recipient: [btoh@chinaclear.com.cn](mailto:btoh@chinaclear.com.cn)

2. Subject line of email

The subject line of the email should be: Date+ name of securities companies (or custodian banks) +the batch number of business applications

### 3. Text

The following content should be included in the text: type of business included under this batch, number of attachments, record numbers of individual attachments, contact person and contact method for the business application, and other information. Attachments should include DBF data document for business application and copy of investor application form with corporate seal of securities companies or sales department or relevant department of custodian banks or paper files of DBF application.

### 4. Information template

Mail attachments should be business application in DBF database format document, template of such data should be as follows:

(1) Name: Submission date + acronym of securities company (custodian banks) + business application type + batch number of application

(2) Attachments should be DBF data document for business application (DBF database format document), the orders for describing the attachment are shown in the following example: the first batch of application for change of custodian submitted by Guosen Securities on 21 March 2013, the attachment should be described as: 20130321 Guosen custodian change 01.

(3) Data structure: For details please refer to “Appendix 5 – DBF Data Format for Business Application by Securities Companies (custodian banks) to the company.”

### 5. Telephone notification

After sending email, securities companies or custodian banks should contact relative operations staff of the Company through the telephone numbers listed below:

Change of/to Overseas Custodians: 0755-25941370, 25565161, 25938049

General Meetings: 0755-25938081, 2593804

## Appendix 1: Application Form for Change of Domestic Custodians for H Shares

Date:

Securities account number:

Name of securities account:

Type of identification:

Identification number:

Name of sales department from which shares are being transferred:

Name of custodian unit under sales department:

Name of sales department to which shares are being transferred:

Name of custodian unit under sales department to which shares are being transferred:

Name of securities:

Securities code:

Number of shares for change of custodian:

### **The parties hereby declare / undertake as follows:**

1. The applicant for the change of custodian is the customer corresponding to the above-named securities account or an attorney under a notarised power of attorney, and the applicant for the change of custodian warrants that the information provided above is accurate and securities in quantity corresponding to that declared are in place in the account.
2. The sales department from which shares are being transferred assumes responsibility for the qualification of the applicant for the change of custodian, the authenticity of the identification of the applicant for the change of custodian, and the consistency of the information provided above and the actual instructions of the applicant for the change of custodian.

Seal of customer:

Desk officer of sales department:

Corporate seal of sales department:

(Seal not for use in contracts)

Desk supervisor of sales department:

Officer in charge of sales department:

Time of order withdrawal:

Contact telephone number:

**Appendix 2: Application Form for Change of/to Overseas Custodians for H shares**

Date:

Securities account number:

Name of securities account:

Name of sales department:

Name of custodian unit under sales department:

Name of securities:

Securities code:

Number of shares for change of custodian:

Number of beneficial holders:

Name of overseas securities broker:

CCASS registration number of overseas securities broker:

Name of overseas securities broker's contact:

Email of overseas securities broker's contact:

Telephone number of overseas securities broker's contact:

**The parties hereby declare / undertake as follows:**

1. The applicant for the change of custodian is the customer corresponding to the above-named securities account or an attorney under a notarised power of attorney, and the applicant for the change of/to custodian warrants that the information provided above is accurate and has been informed to the overseas securities broker and securities in quantity corresponding to that declared are in place in the account.
2. The sales department from which sales are being transferred assumes responsibility for the qualifications of the applicant for the change of custodian, the authenticity of the identification of the applicant for the change of custodian, and the consistency of the information provided above and the actual instructions of the applicant for the change of custodian.

Desk officer of sales department

Corporate seal of sales department: (Seal not for use in contracts)

Desk supervisor of sales department:

Officer in charge of sales department:

Time of order withdrawal:

Contact telephone number:

Note: 1) The handling charge is 0.002% of the total value of the shares based on the closing market price on the trading day immediately before the change of custodian (less than 1 cent will be rounded up to 1 cent), subject to a minimum charge of HK\$2, plus a handling charge of HK\$50 for each transaction. China Clearing Shenzhen Branch will collect the charges from the receiving securities broker via CCASS on a delivery versus payment (DVP) basis. 2) Number of beneficial holder means that the number of beneficial holders actually applying for change of/to overseas custodians, in the event that a securities account is a nominee account. If there is more than one beneficial holder, copy of this application form should be deemed as the attachments of application submitted by custodian bodies to China Clearing Shenzhen Branch.



**Appendix 3: Correction Form for Errors in Change of Domestic Custodians for H  
Shares**

Date:

Securities account number:

Name of securities account:

Type of identification:

Identification number:

Name of corrected sales department:

Name of corrected custodian unit under sales department:

Name of original sales department:

Name of original custodian unit under sales department:

Name of securities:

Securities code:

Number of shares for change of custodian:

**The parties hereby declare / undertake as follows:**

1. The applicant for the change of custodian is the customer corresponding to the above-named securities account or an attorney under a notarised power of attorney, and the applicant for the change of custodian warrants that the information provided above is accurate and securities in quantity corresponding to that declared are in place in the account.
2. The sales department from which shares are being transferred assumes responsibility for the qualifications of the applicant for the change of custodian, the authenticity of the identification of the applicant for the change of custodian, and the consistency of the information provided above and the actual instructions of the applicant for the change of custodian.

Seal of customer:

Desk officer of sales department:

Corporate seal of sales department:

(Seal not for use in contracts)

Desk supervisor of sales department:

Officer in charge of sales department:

Time of order withdrawal:

Contact telephone number:

**Appendix 4: Notice of General meeting**

----- Company Limited --- Notice of Annual General Meeting

----- Company Limited--- Should you wish to attend the general meeting in person, please complete Part A of this form. If you are not available for the general meeting, please complete Part B of this form and China Clearing Shenzhen Branch will vote on your behalf. Please complete this form by [date] and fax to [fax number], failing which your vote(s) will be considered as being abstained. For details of the resolution please refer to the announcement of the Company.

**To: Shenzhen Branch of China Securities Depository and Clearing Corporation Limited**

**A. I wish to attend the general meeting in person. Please process accordingly.**

Name (please write full names in Chinese and English in block letters)	
Customer number	
Number of H shares held	
Identity card / passport number	
Correspondence address (please write address in English in block letters)	
Contact telephone number	

=====

**B. I will vote through Shenzhen Branch of China Securities Depository and Clearing Corporation Limited.**

Notice	of	Agree	Oppose	Abstain
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general meeting			
Resolution. 01			
Resolution. 02			
Resolution. 03			
Resolution. 04			
Resolution. 05			
Resolution. 06			

(Signature of customer)

(Signature of customer)

**Appendix 5: DBF Data Format for Business Application by Securities Companies  
(Custodian Banks)**

**(Only applicable to business concerning change of custodian and general meeting)**

Number	Title words	Title description	Type	Length	Remarks
1	RefNo	Application serial number	C	22	<p><b>The application serial number of each business transaction application must be unique.</b></p> <p>(1) Even in DBF sent in multiple times by the same sales department, each business application serial number should still be unique;</p> <p>(2) China Clearing Shenzhen will neglect business applications with repetitive application serial numbers;</p> <p>(3) The first 6 digits from the left denote the numerical series of the trading unit code. The following 8 digits denote the date of instruction (CCYYMMDD). The 8 digits from the right denote the business sequence number. The first 2 digits from the left in the business sequence number (namely the 15th and 16th digit of the application serial number</p>

					REFNO) can be either English alphabets or Arabic numerals, the remaining 6 digits should be Arabic numerals. For securities sales departments that centralise the processing of number instructions, the first 2 digits of instruction sequence number (namely the 15th and 16th digit of the application serial number REFNO) denote the identification code of the securities sales department under the same member.
2	YYB_from	Code of sales department submitting application	C	6	In case of change of custodian, the trading unit code of the party from which stock are being transferred (usually the same as the custodian unit number) should be written here.
3	YYBMC_from	Name of sales department submitting application	C	100	
4	GDDM_from	Code of shareholder submitting	C	10	In case of change of custodian, the shareholder code of the party from which stock are

		application			being transferred should be written here.
5	GDMC_from	Name of shareholder submitting application	C	100	
6	YWLB	Business type	C	20	ZTG_DOMESTIC - Change of custodian within the PRC ZTG_OVERSEA –Change of/to overseas custodian ZTG_REVERSE –Correction of errors in change of custodian GDDH_VOTE –Voting at general meeting
7	YWBZ	Remarks on business	C	100	1、 The contact telephone number and mailbox of overseas securities broker in the event of change of/to overseas custodian: "telephone" + "mailbox" 2、 Gender of proxy attending a general meeting: 0-“male”, 1-“female”
8	ZQDM	Stock code	C	6	
9	ZQMC	Stock name	C	20	
10	QTY	Number of shares being	N	12,0	Number of business applications dispatched (for

		applied			business concerning voting at general meetings, please fill in number of shares eligible for voting)
11	YYB_to	Code of sales department to which shares are being transferred	C	6	<ul style="list-style-type: none"> <li>- In case of change of custodian within the PRC, the trading unit code of the sales department to which shares are being transferred (usually the same as the custodian number) should be written here</li> <li>- In case of change of/to overseas custodian, the CCASS number of the overseas securities broker should be written here.</li> <li>- Leave blank for business concerning voting at general meeting</li> </ul>
12	YYBMC_to	Name of sales department to which shares are being transferred	C	100	<ul style="list-style-type: none"> <li>- In case of change of/to overseas custodian, the name of the overseas securities broker should be written here.</li> <li>- Leave blank for business concerning voting at general meeting</li> </ul>
13	GDDM_to	Code of	C	10	<ul style="list-style-type: none"> <li>- In case of change of</li> </ul>

		shareholder of the transfer			<p>custodian within the PRC, the shareholder code of the party to which the shares are being transferred should be written here</p> <p>– Leave blank for business concerning voting at general meeting</p>
14	GDMC_to	Name of shareholder to whom the shares are being transferred	C	100	Leave blank for business concerning voting at general meeting
15	VOTER_NAME	Name of Attendee	C	100	No need to fill in if attending a general meeting for businesses other than voting
16	VOTER_ID	Identity card / passport of voter	C	50	Optional in case of attending a general meeting for businesses other than voting
17	VOTER_ADDR1	Correspondence address of voter 1	C	100	Optional in case of attending a general meeting for businesses other than voting
18	VOTER_ADDR2	Correspondence address of voter 2	C	100	Optional in case of attending a general meeting for businesses other than voting
19	VOTER_TELE	Contact telephone number of voter	C	50	Optional in case of attending a general meeting for businesses other than voting



20	VOTER_DHRQ	Date of general meeting	C	8	<ul style="list-style-type: none"> <li>- Date of the general meeting, for identification of the specific meeting at which the voting is conducted</li> <li>- Format CCYYMMDD</li> </ul>
21	V_PROPOSAL	Resolution number	C	2	“01”, “02”, “03” ...
22	V_INTENTION	Voting instruction for resolution	C	10	For; Against; Abstain
23	InputTime	Time of application	C	12	Format: CCYYMMDDhhmm

Notes:

(1) In case of change of custodian, the codes of the sales department and shareholder from which the shares are being transferred must be the codes of the sales department and shareholder submitting the application.

(2) With regard to voting at a general meeting, submission of separate business application records is required for the voting of each individual resolution (same business types; different resolution code)