



HKEx
香港交易所

The Stock Exchange of Hong Kong Ltd.

(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

Our Ref. : LD20061211/016

11 December 2006

To : Main Board Listed Issuers (Attn: Authorised Representatives)
GEM Listed Issuers (Attn: Authorised Representatives)
Market practitioners

Dear Sirs,

Briefing sessions on HKEx's e-Submission System (ESS)

A. Introduction

As you may be aware, we will soon be implementing the new model for information submission and dissemination by Main Board and GEM issuers as described in our Exposure Conclusion on "Abolition of Requirement for Main Board Issuers to Publish Paid Announcements in Newspapers and Related Matters" published on 7 July 2006.

We currently propose to make an announcement in early January 2007 concerning the implementation of Phase 1 of the new model with a tentative commencement date of 16 April 2007.

Under the new model, use of ESS for submission of documents for publication on the HKEx website or GEM website will become mandatory. We have taken steps to enhance ESS, including upgrading security and access control and increasing the capacity to handle greater file volume.

B. Sessions

To help ensure users are adequately prepared for the changes to the ESS, we are, among other things, hosting a series of briefing sessions for issuers and market practitioners. Topics to be covered by each of the sessions include the following:

- Abolition of Paid Announcement Requirement – An Overview
- Basic ESS functions
 - Logging in
 - Uploading files (English and Chinese) for submission by issuer
 - Uploading files (English and Chinese) for submission by issuer's agent
 - Headline categories and free-text title
 - Approving submission in the same session
 - Saving file for later approval
 - Editing submission details
 - Amending submission details relating to previously saved file

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- Approver not approving submission
- Changing user passwords
- Editing user profile
- Amending headline categories
- General guidelines on document submission, including submission of large documents and file size restrictions
- Minimum PC/software requirements

15 sessions (of which 4 are to be conducted in English and 11 are to be conducted in Cantonese) will be held on the dates set out below. You may nominate up to 2 members from your company/firm to attend:-

Languages/Dates : English

10 January 2007 (afternoon), 12 January 2007 (morning),
16 January 2007 (morning), 18 January 2007 (afternoon)

Cantonese

11 January 2007 (morning), 11 January 2007 (afternoon),
12 January 2007 (afternoon), 15 January 2007 (morning),
15 January 2007 (afternoon), 16 January 2007,
(afternoon), 17 January 2007 (morning), 17 January 2007,
(afternoon), 18 January 2007 (morning), 19 January 2007
(morning), 19 January 2007 (afternoon)

<u>Times</u>	:	<u>Morning Sessions</u>	<u>Afternoon Sessions</u>
		10:00 a.m. – 12:30 p.m.	2:30 p.m. – 5:00 p.m.

Venue : Exchange Auditorium
Exchange Exhibition Hall
1/F, One and Two Exchange Square
Central

Fee : Free of charge

Due to the limited number of seats available, the number of participants will be limited to 180 per session.

Details are subject to change without prior notice.

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Those who are interested in attending a session should enrol with us via our online enrolment services at the ESS website at <http://www.esubmission.hkex.com.hk> (which is now open for enrolment). Details of the enrolment procedure are set out in the attached Guidelines. Places will be assigned on a "first-come, first-served" basis and your early enrolment is encouraged. You may enrol for any session provided places are still available for that session. Upon successful completion of the enrolment procedure, you will receive by return an email confirming your acceptance for that session. We reserve the right of final decision.

We look forward to seeing you at the upcoming sessions.

Yours faithfully,
For and on behalf of
The Stock Exchange of Hong Kong Limited



Richard Williams
Head of Listing

Encl.



Hong Kong Exchanges and Clearing Limited

Listing Division

- Official Guideline for Online Enrollment Application
for ESS Seminars

Edition: Version 2.0
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Procedure for Online Enrollment Application

Step 1:-

You can gain access to **Training Enrollment System Website** by logging onto e-Submission System Website at <https://www.esubmission.hkex.com.hk>. The following page will be displayed:-

Address: <https://www.esubmission.hkex.com.hk/> Go Links

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HKE

e-Submission System

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V2.1 Build 14 Rev 0
Nov 22, 2006 Wednesday 15:21

User ID:
Password:
Login

[New Registration Procedure](#)
[About Registration](#)
[Forgot Password](#)
[Training Enrollment](#)

Welcome to the e-Submission System

[Site Map](#) [Contact Us](#)

Click on "Training Enrollment" on the left frame as shown to gain access to the Training Enrollment System Website.

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V2.1 Build 14 Rev 0
Nov 22, 2006 Wednesday 15:21

User ID:
Password:
Login

[New Registration Procedure](#)
[About Registration](#)
[Forgot Password](#)
[Training Enrollment](#)

WELCOME Training Enrollment System

[Training Session](#)
[General Information](#)

[Inquiry](#) [Training](#)

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Step 2:-

Check details of available briefing/seminar information by clicking on "**General Information**". The following page will be displayed which shows an overall view of all available sessions:-

The screenshot shows the HKEx Training Enrollment System interface. At the top, there is a header with the HKEx logo and the text 'WELCOME'. Below this, there are two buttons: 'Training Session' and 'General Information'. The 'General Information' button is highlighted with a red oval, and a red arrow points from it to the 'General Information' page. The 'General Information' page has a header with the HKEx logo and the text 'WELCOME Training Enrollment System'. Below this, there is a section titled 'General Information' which contains the following text:

HKEx is conducting a series of briefing sessions on HKEx's e-Submission System and is inviting your enrolment application for the sessions. The following shows the general information outlining the briefing sessions arrangement.

Briefing Sessions on HKEx's e-Submission System

English Sessions :	(ESSBJ10P) 10 January (afternoon)
	(ESSBJ12A) 12 January (morning)
	(ESSBJ16A) 16 January (morning)
	(ESSBJ18P) 18 January (afternoon)
Cantonese Sessions :	(ESSBJ11A) 11 January (morning)
	(ESSBJ11P) 11 January (afternoon)
	(ESSBJ12P) 12 January (afternoon)
	(ESSBJ15A) 15 January (morning)
	(ESSBJ15P) 15 January (afternoon)
	(ESSBJ16P) 16 January (afternoon)
	(ESSBJ17A) 17 January (morning)
	(ESSBJ17P) 17 January (afternoon)
	(ESSBJ18A) 18 January (morning)
	(ESSBJ19A) 19 January (morning)
	(ESSBJ19P) 19 January (afternoon)

Step 3:-

Complete your enrollment application with the required information and choose your preferred session by clicking on "Training Sessions".

WELCOME

Training Enrollment System

Enrollment Application

Applicant Last Name : _____

Applicant First Name : _____

Email Address : _____

Contact Telephone No. : _____

Company Name : _____

Remark : _____

Choose Session

Session Code	Session Name	Session Date	Start Time	End Time	Venue Name	Language
☒ ESSA110P	The Revised ESS Operation and Functions	1/10/2007 12:00:00 AM	11/23/2006 2:30:00 PM	11/23/2006 5:00:00 PM	HKExA	English
☐	The Revised ESS Operation	1/11/2007	11/23/2006	11/23/2006		

The information to be provided is as follows:-

Applicant's Last Name
Applicant's First Name
Email Address
Contact Telephone Number
Company Name
Remark (Optional)

Choose your preferred session by selecting the appropriate radio button (*only one session selection is allowed on each enrollment*).

Step 4:-

Click on **"Enroll"** at the bottom of the **"Choose Session"** list to confirm your enrollment application after you have completed the application details and chosen your session.

Applicant First Name : Ng

Email Address : esubmission@hkex.com.hk

Contact Telephone No. : 28403668

Company Name : Hong Kong Exchange

Remark : (Whatever you want)

Session Code	Session Name	Session Date	Start Time	End Time	Venue Name	Language
☐ ESSBJ10P	The Revised ESS Operation and Functions	1/10/2007 12:00:00 AM	11/23/2006 2:30:00 PM	11/23/2006 5:00:00 PM	HKEA	English
☐ ESSBJ11A	The Revised ESS Operation and Functions	1/11/2007 12:00:00 AM	11/23/2006 10:00:00 AM	11/23/2006 12:30:00 PM	HKEA	Cantonese
☐ ESSBJ11P	The Revised ESS Operation and Functions	1/11/2007 12:00:00 AM	11/23/2006 2:30:00 PM	11/23/2006 5:00:00 PM	HKEA	Cantonese

Enroll

Where a session is full, an indicator to that effect will appear on the screen next to the relevant session. In this case, the relevant radio button will be disabled and no further enrollment will be accepted for that session.

Step 5:-

After clicking on the **"Enroll"** button, a confirmation page will be displayed and an email will be sent to you by return at the email address provided in step 4 confirming your acceptance for the relevant session.

Please note the following:-

- (1) If you do not receive an email confirmation of acceptance from us after you have submitted your enrollment application or if you have any other questions regarding the sessions, please send an email to esubmission@hkex.com.hk (for the attention of the Seminar Enrollment Coordinator). We will contact you as soon as possible.
- (2) Only 2 places can be reserved per company.

Step 6:-

If you wish to enroll for another person, click on "**Continue**" to repeat steps 1 to 4.

(Note: the email address must be one which has not been used before.)