

# **The Stock Exchange of Hong Kong Limited**

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

Our Ref: CRO20140321-015

21 March 2014

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

Dear Sirs

**Re : Invitation to Seminars**

We are inviting you to attend a series of half-day seminars in Hong Kong and two full-days seminars in Beijing and Shanghai. Details are as follows:

**Hong Kong**

The Hong Kong seminar will cover the following topics:

- (1) Rule amendments relating to connected transactions  
(to be presented by the Exchange)
- (2) Review of the implementation of inside information regime and continuing obligations under the Listing Rules  
(to be presented jointly by the Securities and Futures Commission and the Exchange)

Venue: Exchange Auditorium, 1/F, One and Two Exchange Square, Central, Hong Kong

Time: 10:15 a.m. – 1:00 p.m.

	<b>Date</b>	<b>Language</b>
1	31 Mar 2014 (Monday)	English
2	1 Apr 2014 (Tuesday)	Cantonese
3	2 Apr 2014 (Wednesday)	English
4	3 Apr 2014 (Thursday)	Cantonese
5	4 Apr 2014 (Friday)	English
6	7 April 2014 (Monday)	Cantonese
7	8 April 2014 (Tuesday)	English
8	9 April 2014 (Wednesday)	Cantonese
9	10 April 2014 (Thursday)	Cantonese
10	11 April 2014 (Friday)	Putonghua

.../2

香港交易及結算所有限公司  
Hong Kong Exchanges and Clearing Limited

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- 2 -

**PRC**

The PRC seminar will cover the following topics, to be presented by the Exchange:

- (1) Rule amendments relating to connected transactions;
- (2) Review of the implementation of inside information regime and continuing obligations under the Listing Rules;
- (3) Corporate governance update; and
- (4) Enforcement of Listing Rules and update.

(a) Beijing session

Date: 8 April 2014 (Tue)

Time: 9:30 a.m. – 5:00 p.m. (Lunch will be provided)

Venue: Raffles Beijing Hotel (Tower B, 33 East Chang An Avenue, Beijing 100004, China)

Language: Putonghua

(b) Shanghai session

Date: 10 April 2014 (Thu)

Time: 9:30 a.m. – 5:00 p.m. (Lunch will be provided)

Venue: The Langham Xintiandi, Shanghai (99 Madang Road, Shanghai 200021, China)

Language: Putonghua

Listed companies' authorised representatives, directors and company secretaries should attend. Each company may register up to 2 attendees for each location. Attendance is free. Seats are limited and allocations will be made on a first come, first served basis.

Confirmation of attendance will be provided to participants upon request.

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- 3 -

Please submit your application via <https://www.esubmission.hkex.com.hk/ITES/Public/Main.aspx> from 22 to 28 March 2014. You may refer to the attached online application guidelines for more information. Successful applicants will be notified by email.

If you have any enquiry, please contact our case officers.

Yours faithfully

For and on behalf of

The Stock Exchange of Hong Kong Limited

*[Signed]*

David Graham

Chief Regulatory Officer and Head of Listing

Encl.

## Procedures for Online Enrollment

### Step 1 : Access to the online enrollment :

You can gain access to **Inquiry and Training Enrollment System (ITES)** through the ITES website : <https://www.esubmission.hkex.com.hk/ITES/Public/Main.aspx> as follows:

Address: <https://www.esubmission.hkex.com.hk/ITES/Public/Main.aspx>

WELCOME Training Enrollment System

Training Session  
General Information

Check details of seminar information by clicking on "General Information"

Inquiry and Training Enrollment System

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### Step 2 : Input your personal information in English

For HKEx Privacy Policy Statement, please see: [http://www.hkex.com.hk/eng/global/privacy\\_policy.htm](http://www.hkex.com.hk/eng/global/privacy_policy.htm).

WELCOME Training Enrollment System

Training Session  
General Information

Enrollment Application

Applicant's Last Name :  
Applicant's First Name :  
Email Address :  
Contact Telephone No. :  
Company Name :  
Remarks :

Each company can only enroll up to **2 attendees** for each location

Please input the applicant's direct email address for correspondence

XXX Company (**Stock code**)

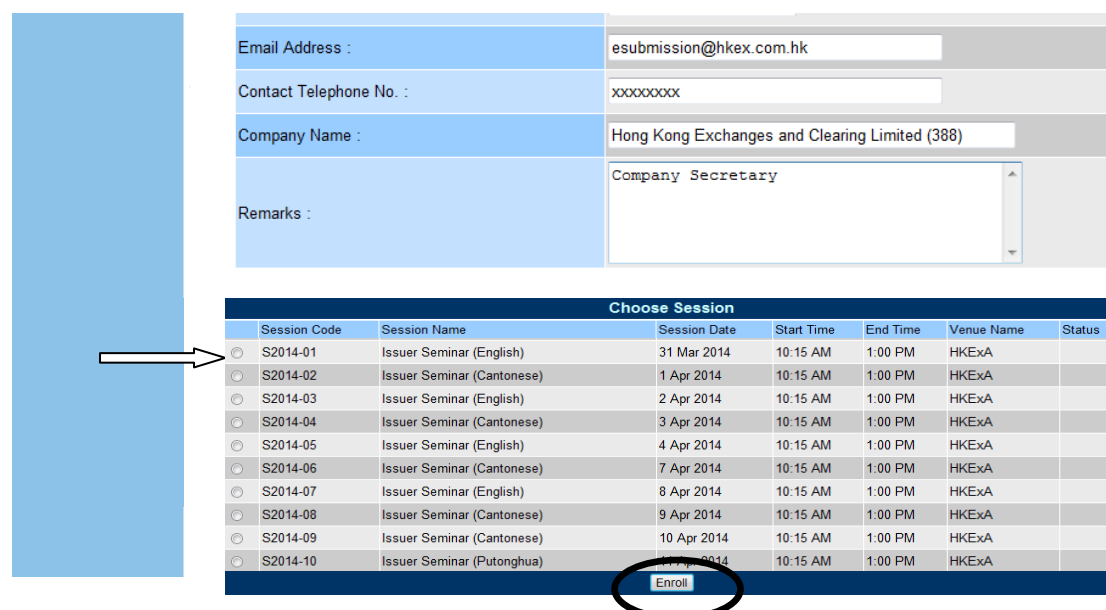
Please input the applicant's **position** (e.g director, company secretary)

Choose Session

Session Code	Session Name	Session Date	Start Time	End Time	Venue Name	Status
<input type="radio"/> S2014-01	Issuer Seminar (English)	31 Mar 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-02	Issuer Seminar (Cantonese)	1 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-03	Issuer Seminar (English)	2 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-04	Issuer Seminar (Cantonese)	3 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-05	Issuer Seminar (English)	4 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-06	Issuer Seminar (Cantonese)	7 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-07	Issuer Seminar (English)	8 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-08	Issuer Seminar (Cantonese)	9 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-09	Issuer Seminar (Cantonese)	10 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-10	Issuer Seminar (Putonghua)	11 Apr 2014	10:15 AM	1:00 PM	HKExA	

### Step 3 : Select your preferred session

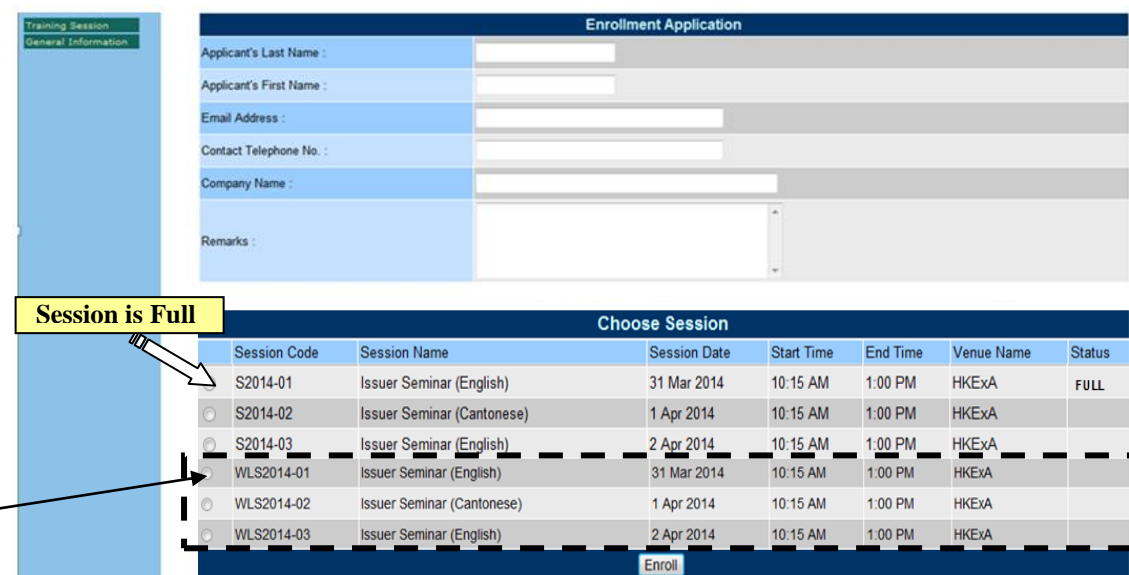
Choose your preferred session by selecting appropriate radio button (*Note : only one session selection is allowed on each enrollment*). Click on “**Enroll**” at the bottom of the “**Choose Session**” to confirm your enrollment application.



The screenshot shows the 'Enrollment Application' form. The top section contains fields for 'Email Address' (esubmission@hkex.com.hk), 'Contact Telephone No.' (xxxxxxx), 'Company Name' (Hong Kong Exchanges and Clearing Limited (388)), and 'Remarks'. Below this is the 'Choose Session' table with 10 rows of sessions. The 'Enroll' button at the bottom right is circled.

Session Code	Session Name	Session Date	Start Time	End Time	Venue Name	Status
<input type="radio"/> S2014-01	Issuer Seminar (English)	31 Mar 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-02	Issuer Seminar (Cantonese)	1 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-03	Issuer Seminar (English)	2 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-04	Issuer Seminar (Cantonese)	3 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-05	Issuer Seminar (English)	4 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-06	Issuer Seminar (Cantonese)	7 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-07	Issuer Seminar (English)	8 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-08	Issuer Seminar (Cantonese)	9 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-09	Issuer Seminar (Cantonese)	10 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-10	Issuer Seminar (Putonghua)	10 Apr 2014	10:15 AM	1:00 PM	HKExA	

Where a session is full, the radio button of the respective session will be disabled and no further enrollment is accepted for that session.



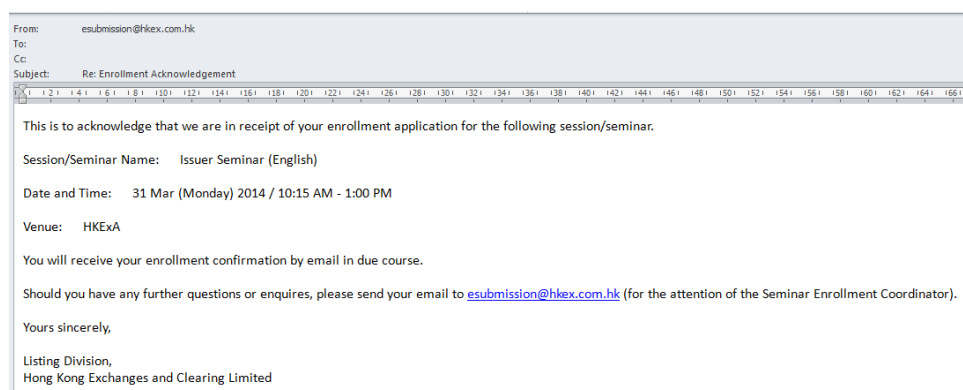
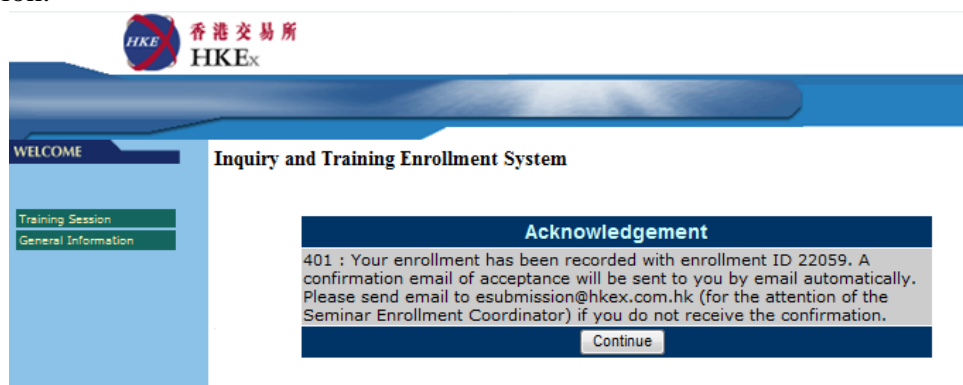
The screenshot shows the 'Enrollment Application' form with the 'Choose Session' table. The first row, S2014-01, has a status of 'FULL' and its radio button is disabled. Below the main table, there is a dashed box containing a 'Waiting List' section with sessions WLS2014-01 to WLS2014-03. The 'Enroll' button is still visible at the bottom.

Session Code	Session Name	Session Date	Start Time	End Time	Venue Name	Status
<input type="radio"/> S2014-01	Issuer Seminar (English)	31 Mar 2014	10:15 AM	1:00 PM	HKExA	FULL
<input type="radio"/> S2014-02	Issuer Seminar (Cantonese)	1 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> S2014-03	Issuer Seminar (English)	2 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> WLS2014-01	Issuer Seminar (English)	31 Mar 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> WLS2014-02	Issuer Seminar (Cantonese)	1 Apr 2014	10:15 AM	1:00 PM	HKExA	
<input type="radio"/> WLS2014-03	Issuer Seminar (English)	2 Apr 2014	10:15 AM	1:00 PM	HKExA	

If all the sessions are fully enrolled, you may register “Waiting List” session (Code: WLS2014-01 to WLS2014-10), we will contact you individually if there are spare seats on your preferred session.

#### Step 4 : Enrollment completed

After clicking on the “Enroll” button, a confirmation page will be displayed and an email is sent to your email address provided in step 4 acknowledging your enrollment for the relevant session.



You are not allowed to change your record once your application is accepted by the system.

#### Step 5: Enrollment for another person

If you wish to enroll for another person, click on “Continue” and repeat steps 2 to 4. **Each company can only register up to 2 attendees.**

**We will send a separate confirmation email to each successful applicant with detailed information of the seminar.**

If you have any enquiry, please feel free to contact our case officers <http://www.hkex.com.hk/issuer/listcontact/advisor.htm> or email to [esubmission@hkex.com.hk](mailto:esubmission@hkex.com.hk).