Form Filling Guide

Notice of Suspension of Trading and Withdrawal of Listing (SPEW001)

GENERAL

1. Issuers would need to download Adobe Acrobat Reader DC on a PC for viewing and completing announcement forms.

2. Both English and Chinese versions of the announcement form must be completed. Traditional Chinese characters should be used for the Chinese version. In respect of non-text fields, input in one language will auto-fill the other language. There is no auto-filling for the other language in respect of text fields.

3. The completed form should be submitted using the e-Submission System (ESS) (https://www1.eSubmission.hkex.com.hk). After login, please select "Submission for Publication" from Main Menu and follow the instructions.

4. The following three headlines should be selected in ESS submission:
   - "Suspension"
   - "Withdrawal of Listing"; and
   - "Withdrawal of Listing (Announcement Form)".

FORM FILLING

Please follow the remarks referred to in the numbering below when completing the form:

Remarks:

1.   Enter name of the issuer and guarantor (where applicable).

2.   Click to select the trading suspension date from the calendar. Alternatively, you can enter the day followed by the month and year. The month must be written in full (e.g. 1 April 2022). Trading suspension date must be on or after the current day.

3.   Trading suspension time is in 24-hour format. The pre-populated time is 09:00 and is editable, where appropriate.

4.   Click to select the withdrawal date of listing from the calendar. Alternatively, you can enter the day followed by the month and year. The month must be written in full (e.g. 1 April 2022). Withdrawal date of listing must be after the trading suspension date. The withdrawal date of listing should be the third business day following the trading suspension date.

5. The pre-populated text field is editable where appropriate. Where changes are made to this field in one language, you should manually update the corresponding content in the other language.

6. Select the status of the announcement from the dropdown list. The default status is "New announcement". Select "Update to previous announcement" for publication of a revised announcement.

7. Create the number of rows by entering the number of structured products to be withdrawn. The default value is 1 and the maximum value is 200.

8. Enter one stock code in each row.

9. Enter additional information. Two standard statements are pre-populated, which are editable where appropriate. Where changes are made to this field in one language, you should manually update the corresponding content in the other language.

10. Click to select the date of the announcement from the calendar. Alternatively, you can enter the day followed by the month and year. The month must be written in full (e.g. 1 April 2022).

- End -