



1 December 2011

**Revised Logistical Arrangements for Posting WPIP on the HKEx Website**

**A. Definitions and Interpretation**

- A1. Save for terms defined in this document, capitalised terms have the same meanings as in the Joint Policy Statement published by the Exchange and the Securities and Futures Commission (“SFC”) on 5 November 2007 (“Joint Policy Statement”) on [www.hkex.com.hk](http://www.hkex.com.hk) and [www.sfc.hk](http://www.sfc.hk) respectively.
- A2. For Collective Investment Schemes (“CIS”), terms or references used in this document have the corresponding meanings described below, unless the context otherwise requires:

<b>Terms or references used in this document</b>	<b>Corresponding meanings in the case of CIS</b>
“Applicant”	a CIS listing applicant conducting a public offering in Hong Kong
“prospectus”	CIS Disclosure Document
“shareholder(s)”	holder(s) of interests in a CIS
“sponsor(s)”	listing agent(s)
“Red-Herring”	Red-Herring of the CIS Disclosure Document



**B. Background**

- B1. Since the Pilot Scheme commenced on 1 January 2008, Applicants are required to follow the logistical arrangements as set out in Attachment 3 of the Joint Policy Statement (“**Original Logistical Arrangements**”).
- B2. We have now revised the Original Logistical Arrangements (“**Revised Logistical Arrangements**”) to streamline the WPIP-posting process.
- B3. Set out below is a summary of the major differences between the Original Logistical Arrangements and the Revised Logistical Arrangements:

Matters	Original Logistical Arrangements	Revised Logistical Arrangements
<b>Method of submission of WPIP to the Exchange</b>	By way of CD ROM	<ul style="list-style-type: none"> <li>• Through e-Submission System (“<b>HKEEx-ESS</b>”)</li> <li>• If the WPIP file exceeds 20 MB, by way of a CD ROM</li> </ul>
<b>Submission window of WPIP</b>	Must be on a business day (from 9:00a.m. to 6:00 p.m.) and: <ul style="list-style-type: none"> <li>• at least 3 days in advance of the proposed posting date with respect to the WPIP layout; and</li> <li>• at least 2 days in advance of the proposed posting date with respect to the WPIP contents.</li> </ul>	Applicants must submit WPIP at least one business day (before 6:00 p.m.) before the proposed posting date of the WPIP.  The operating hours of HKEEx-ESS are: <ul style="list-style-type: none"> <li>• 6:00 a.m. to 11:00 p.m., Mondays to Fridays (business days only)</li> <li>• 6:00 p.m. to 8:00 p.m. on any non-business day immediately preceding a business day</li> </ul>
<b>Display of WPIP</b>	WPIP is divided into different chapters (multi-file format). Readers need to click open different chapters to view and download the full WPIP	In addition to multi-file format display, WPIP can be viewed and downloaded as a single-file document



<b>Publication of WPIP upon listing</b>	Applicants must re-post WPIP to the company profile on HKExnews website through HKEx-EPS prior to posting of the prospectus	Applicants are no longer required to re-post WPIP. Instead we will re-post the WPIP to the relevant company profile on the HKExnews website
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## C. File Specifications and Submission Procedures

### *General*

- C1. Upon receiving a “request for posting” letter (see sample at [Enclosure 3](#)), the sponsor, on behalf of the Applicant, must submit through **HKEx-ESS** (except for large files, see paragraph C7 below) a ready-to-publish electronic version of the WPIP in both the English and Chinese language within the Prescribed Timing Requirement for WPIP-posting.
- C2. The Joint Policy Statement requires the submission (and not publication) of the WPIP to be not later than the Prescribed Timing Requirement for WPIP-posting. To enable us to publish the WPIP at or around the same time as the Applicant disseminates information about the Applicant to the Institutional Investors (by way of a Red Herring or holding the first meeting with the Institutional Investors for book-building purposes), we encourage the Applicant to make early arrangement for the submission of WPIP. For example, if the Applicant intends to distribute a Red Herring or hold the first meeting with the Institutional Investors for book-building purposes on Day Two, the WPIP must be submitted to us before 6:00 p.m. on Day One.
- C3. The Applicant must ensure that adequate warning and disclaimer statements are included in every WPIP-related posting to advise viewers of the legal status of the WPIP. Sample warning and disclaimer statements are set out in [Part A and Part B of Enclosure 1](#).
- C4. At the time the Applicant submits the WPIP through HKEx-ESS, the Applicant must also submit the following documents:
- i. a written confirmation from the sponsor to the Exchange (and copied to the SFC in the case of a CIS listing applicant) (see sample at [Enclosure 4](#)); and
  - ii. an authorisation letter from the Applicant to authorise its sponsor(s) to submit the WPIP on its behalf (see sample at [Enclosure 5](#)).



### *File Specifications*

- C5. Every WPIP file (except for the file referred to in C6.iii below which is in an Excel format) submitted for publication must be a read-only PDF format document. The copying and editing functions in the WPIP must be disabled.
- C6. Every English or Chinese version of the first WPIP submitted through HKEx-ESS (or on CD ROM for large file, see paragraph C7 below) must contain the following:
- i. a single file containing the warning statement for posting a WPIP (see a sample warning statement in [Part A of Enclosure 1](#) for reference);
  - ii. a single file containing the WPIP with bookmarks to enable readers to navigate easily between chapters of the document; and
  - iii. a multi-file of the same WPIP divided into different chapters as in the recommended contents layout in [Enclosure 2](#) in an Excel file as an index for each individual file.
- C7. Every WPIP file must NOT be larger than 20MB and must not be in a compressed format (e.g. as a “zip” file). If any WPIP file exceeds 20 MB, the sponsor must submit the WPIP file on CD ROM (together with a copy of the written confirmation referred to C4.i above). The sponsor must send the CD ROM to the collection box located at the address below during the operational hours of HKEx-ESS (see paragraph C11) as soon as other WPIP files are submitted through HKEx-ESS:

Listing Operations Department,  
Listing Division,  
Hong Kong Exchanges & Clearing Limited,  
10th Floor,  
One International Finance Centre  
One Harbour View Street,  
Central,  
Hong Kong

(Please clearly write the words “WPIP for Publication” on the envelope for identification purposes.)



- C8. Please refer to Appendix G of the e-Submission System User Manual For Publication Related Matters (“**User Manual (Publication)**”) for file specification of WPIP. Please access the document via the link shown at the bottom of the HKEx-ESS website at: <https://www.esubmission.hkex.com.hk>. In particular, please refer to the following headings:
- i. “File Name Convention and Recommended File Size” section of Appendix G for filename convention;
  - ii. “Excel Spreadsheet” section of Appendix G for guidelines on preparing the excel spreadsheet; and
  - iii. Appendix H for guidelines on how to create bookmarks within a document (in PDF format).

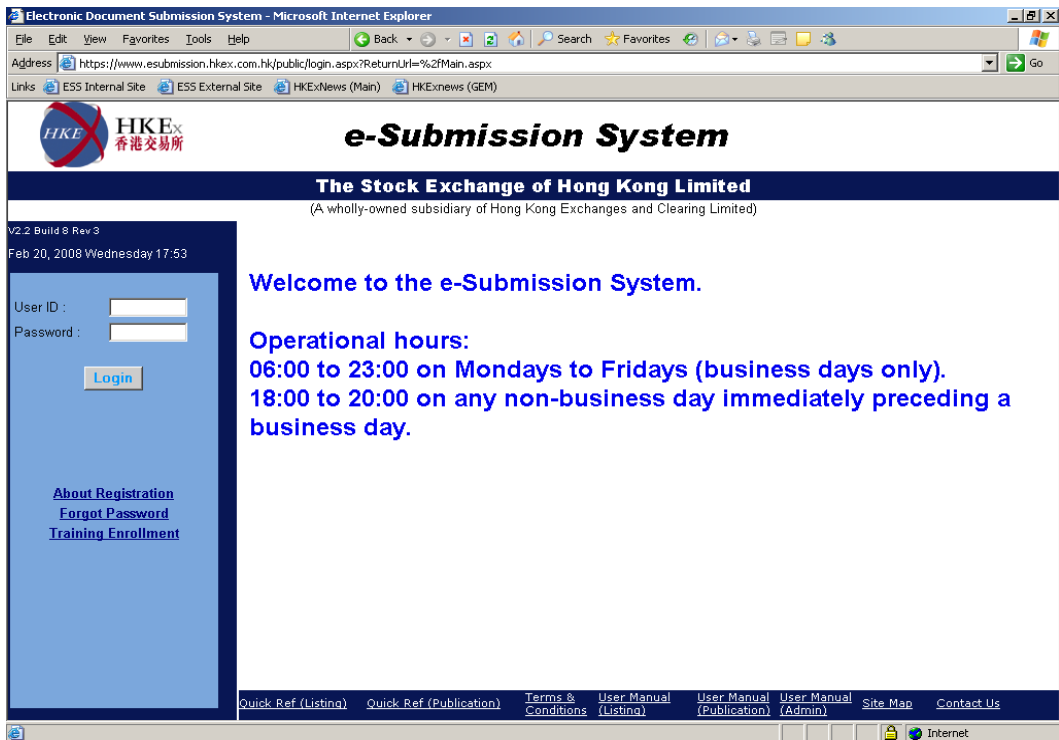
***Submission through HKEx-ESS***

- C9. The e-Submission System User Manual For Listing Related Matters (“**User Manual (Listing)**”) has been updated to include WPIP submissions (see paragraphs C9-C13). Please access the document via the link at the bottom of the HKEx-ESS website at: <https://www.esubmission.hkex.com.hk>
- C10. The sponsor of the Applicant must register to use HKEx-ESS as the representative of the Applicant for any WPIP submission. The sponsor must register at least 3 business days in advance of the first WPIP submission. We will assign a User ID and Password to the sponsor for WPIP submission. For HKEx-ESS registration, please visit the HKEx-ESS website at [www.esubmission.hkex.com.hk](http://www.esubmission.hkex.com.hk).



C11. When submitting a WPIP, the sponsor of the Applicant is required to login (using the User ID and Password issued by the Exchange) HKEx-ESS at: <https://www.esubmission.hkex.com.hk> during:

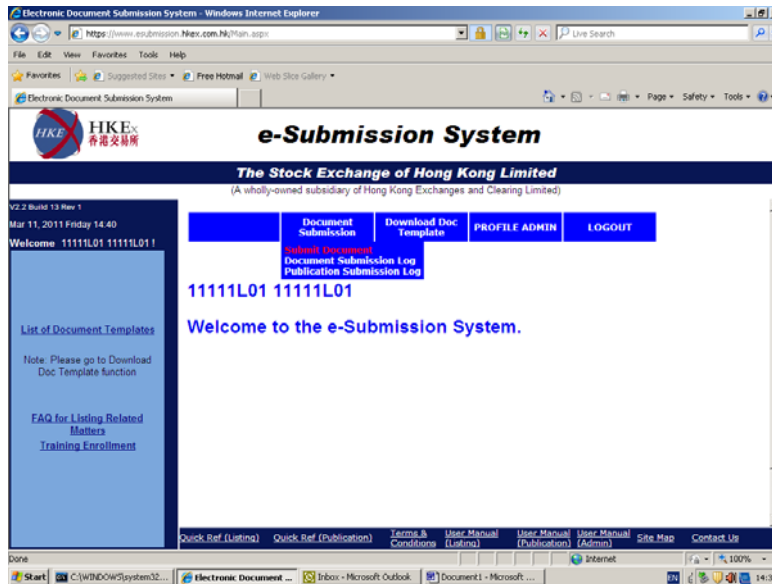
- 6:00 a.m. to 11:00 p.m. on Mondays to Fridays (business days only)
- 6:00 p.m. to 8:00 p.m. on any non-business day immediately preceding a business day





C12. After login (using the company's own account or sponsor's account), follow the following steps:

Step 1 Select "Submit Document" under "Doc submission".

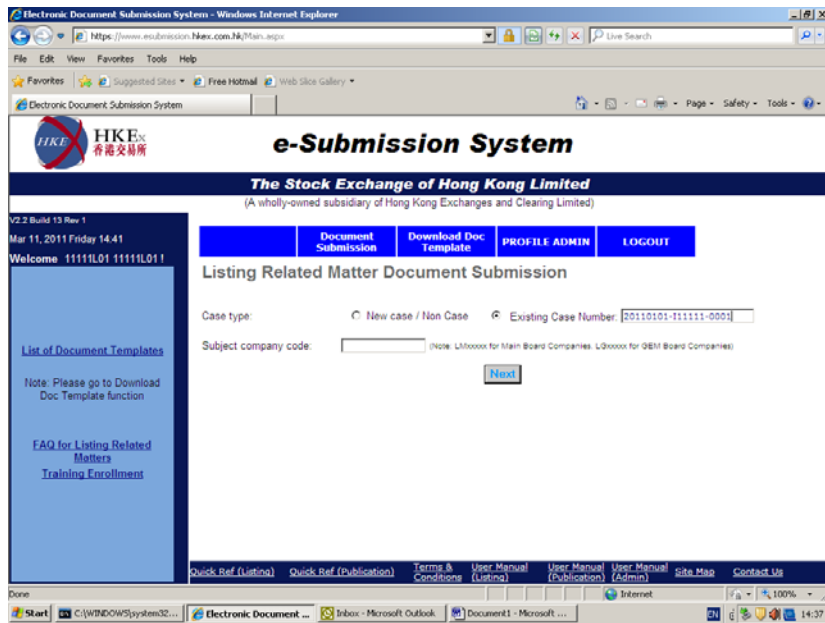




On “Document Submission” screen

Step 2 Click the “Existing Case Number” radio button. Then input the case number (same as the one quoted in the correspondence from the Exchange).

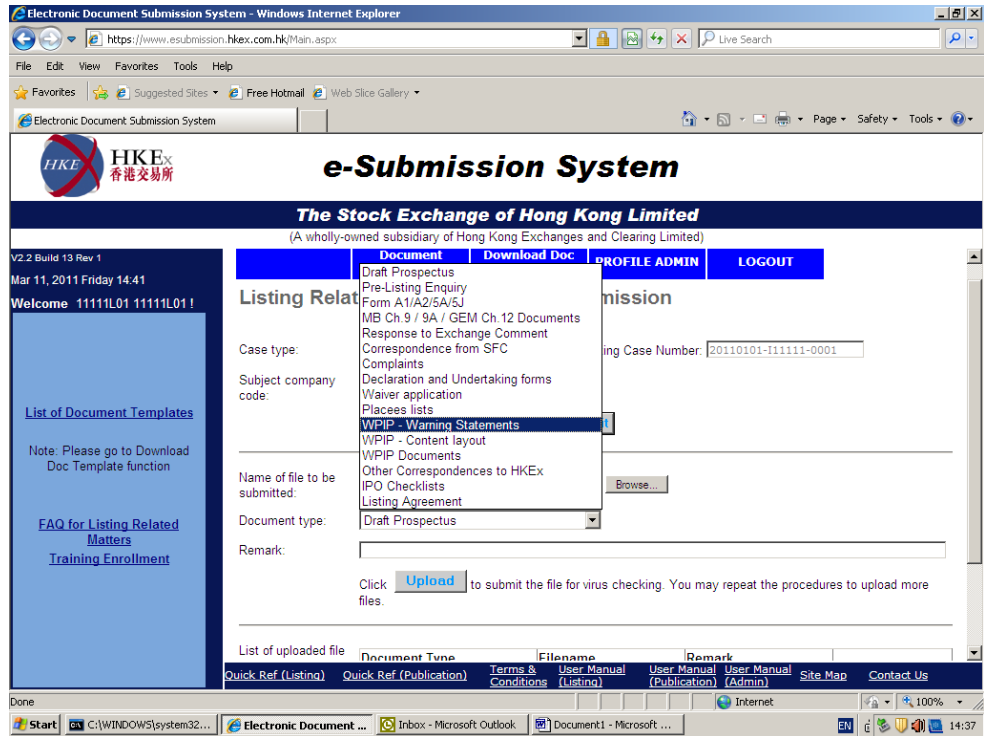
Step 3 Click **Next** button to the next screen.





Step 4 Click “Browse” to select the file for submission.

Step 5 Select “WPIP-Warning Statements”, “WPIP-Contents Layout” or “WPIP Documents”, as appropriate, from “Document Type”.



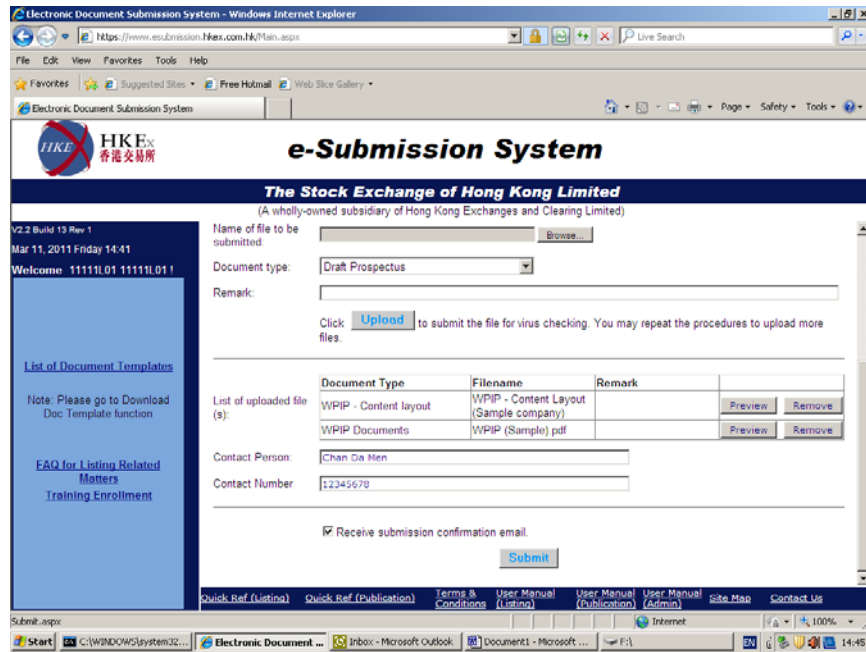
Step 6 Click **Upload** to upload the file.

Step 7 Repeat Steps 4 to 6 until all the files are uploaded.

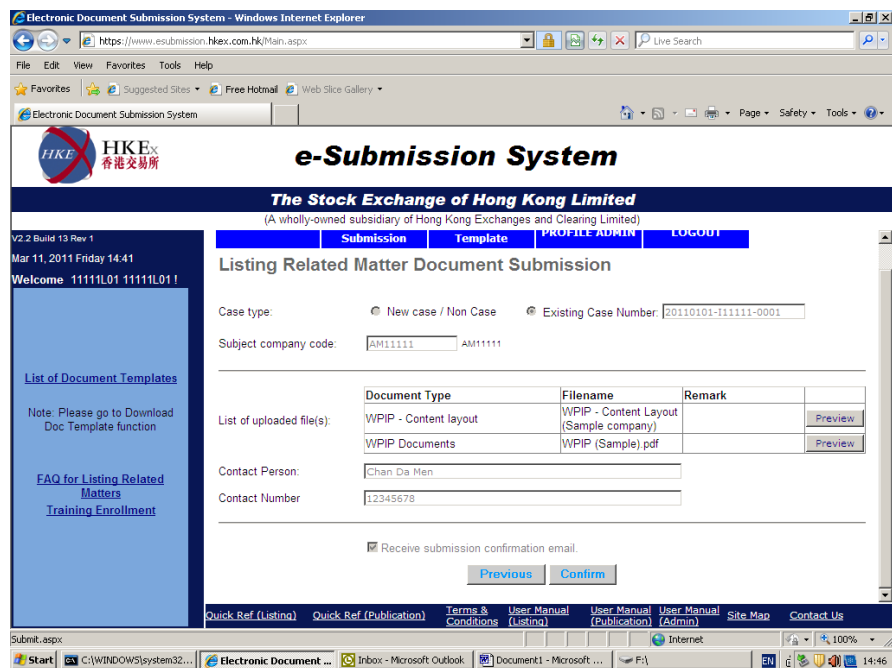


Step 8 Input “Contact Person” and “Contact Number” of the submitter.

Step 9 Click **Submit** button to submit all files.

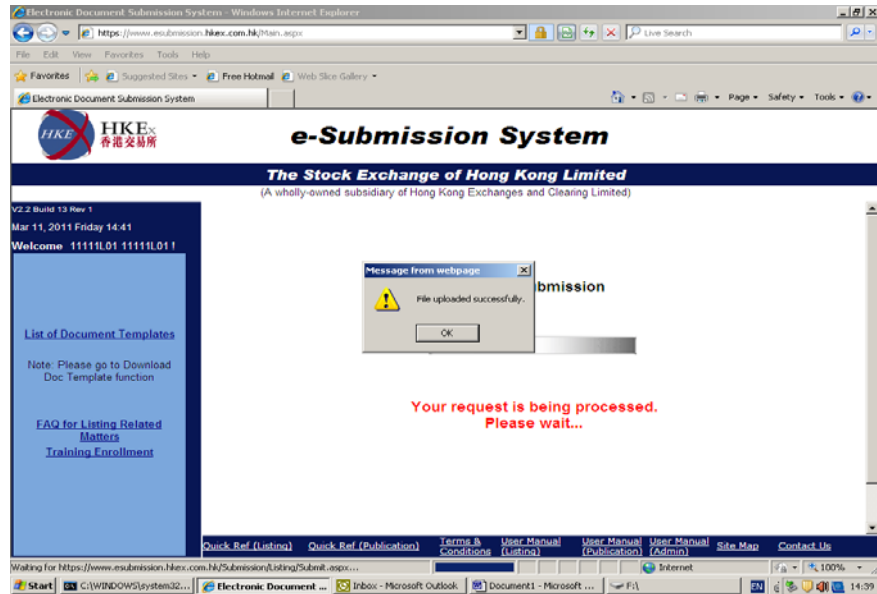


Step 10 Check information on “List of Uploaded Files”. Click **Confirm** button to submit document(s) or click **Previous** button to return to the previous page for amendment if necessary.

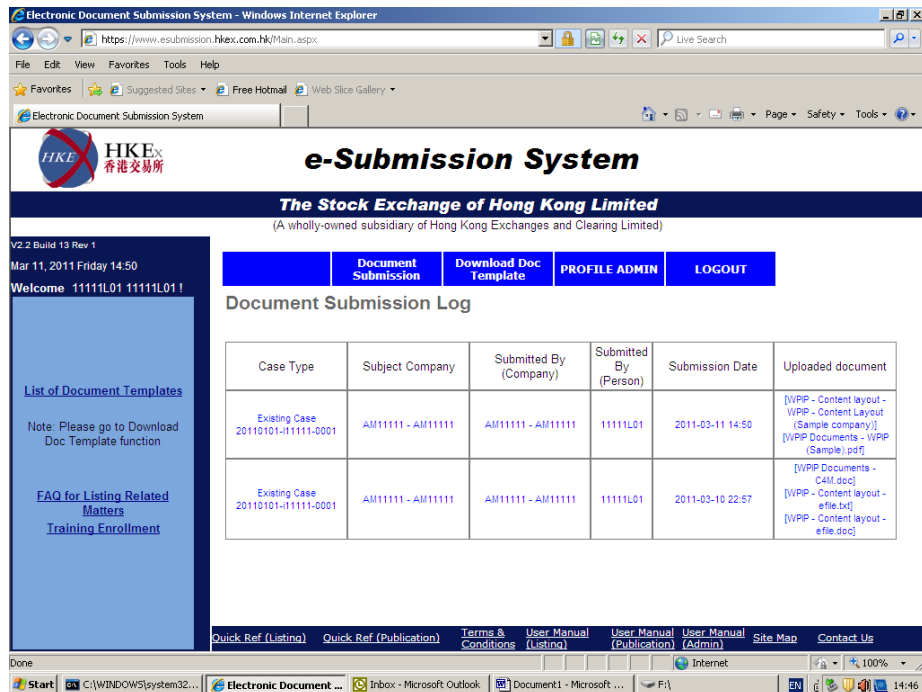




Step 11 The system will display “File uploaded successfully”.



Step 12 Select “Document Submission Log” under “Doc submission” to view the submission details.





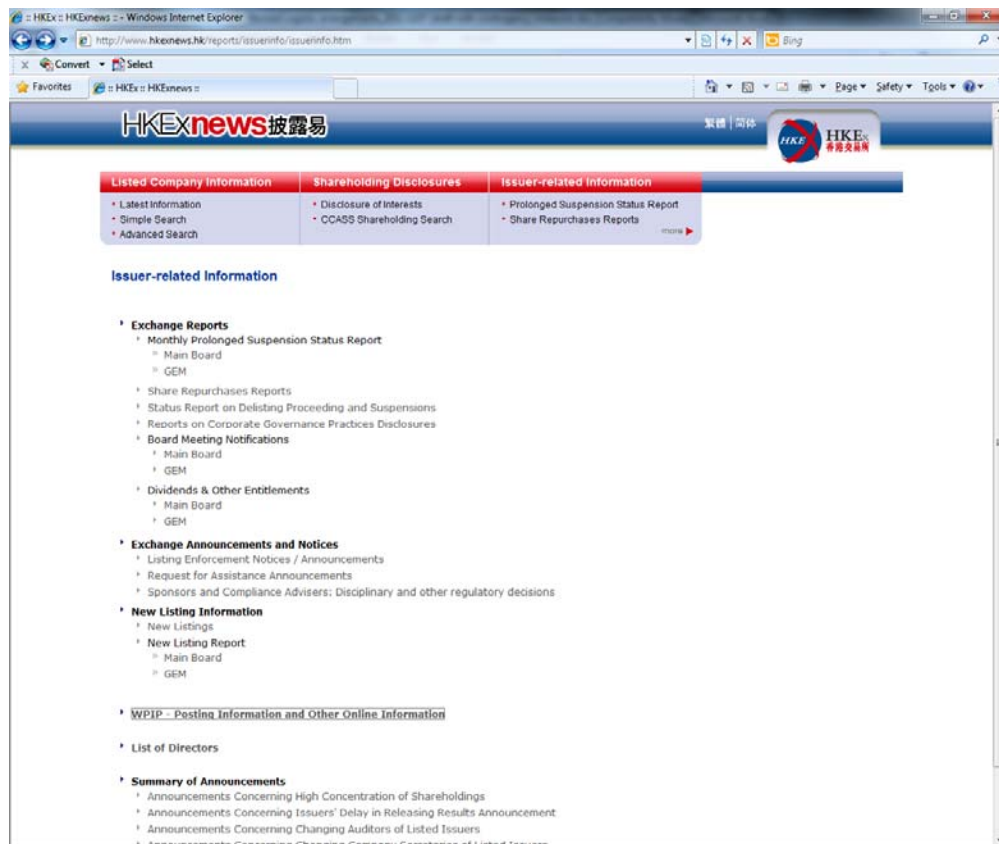
## D. WPIP Display on HKEx Website

D1. To view WPIP submitted by different Applicants:

### For Main Board Applicants

D1.1. Click “WPIP–Posting Information and Other Online Information” under “Issuer-related information” section of the HKExnews website at:

<http://www.hkexnews.hk/reports/issuerinfo/issuerinfo.htm>..



### For GEM Applicants

D1.3. Click “Web Proof Information Packs (WPIP)” at: <http://www.hkgem.com>.

D1.4. Repeat D1.1. Click “Growth Enterprise Market” on the top right corner of the screen in D2.



D2. All linkages mentioned in D1. lead ultimately to the HKEnews website. Click the Applicant's name to view WPIP. For example, viewers can click "ABC Limited" to select the WPIP submitted by ABC Limited (see D3 below).

The screenshot shows the HKEnews website interface. At the top, there are navigation tabs for 'Listed Company Information', 'Shareholding Disclosures', and 'Issuer-related Information'. Below these, there are search options and a 'Print Friendly' button. The main content area is titled 'Issuer-related Information' and 'WPIP-Posting Information and Other Online Information'. It features a table with the following data:

Issuer Name	Date of First Posting of WPIP
Beixin Auto Group Limited	28 November 2011
China LifeStyle Food and Beverages Group Limited	28 November 2011
China PolyMetallic Mining Limited	28 November 2011
Chow Tai Fook Jewellery Group Limited	28 November 2011
OTO Holdings Limited	28 November 2011
Haikong Securities Co., Ltd.	23 November 2011
Sitoy Group Holdings Limited	21 November 2011
Xinyi Solar Holdings Limited	08 November 2011
China Vehicle Components Technology Holdings Limited	08 November 2011
Xiao Nan Guo Restaurants Holdings Limited	12 September 2011
Sany Heavy Industry Co., Ltd.	05 September 2011
XCMG Construction Machinery Co., Ltd.	05 September 2011
Trigent Group Limited	29 August 2011
China Shipping Navigation Holdings Company Limited	01 August 2011
CT Environmental Group Limited	20 June 2011
Beijing Jingneng Clean Energy Co., Limited	16 June 2011
China Everbright Bank Company Limited	14 June 2011
Hosa International Limited	13 June 2011
Xing Yuan Power Holdings Company Limited	13 June 2011
Resourcehouse Limited	17 May 2011
Galaxy Resources Limited	28 February 2011
China Auto System Technologies Limited	23 November 2010

Below this table, there is another section titled 'Other Online Information Packs\*' with a table of data:

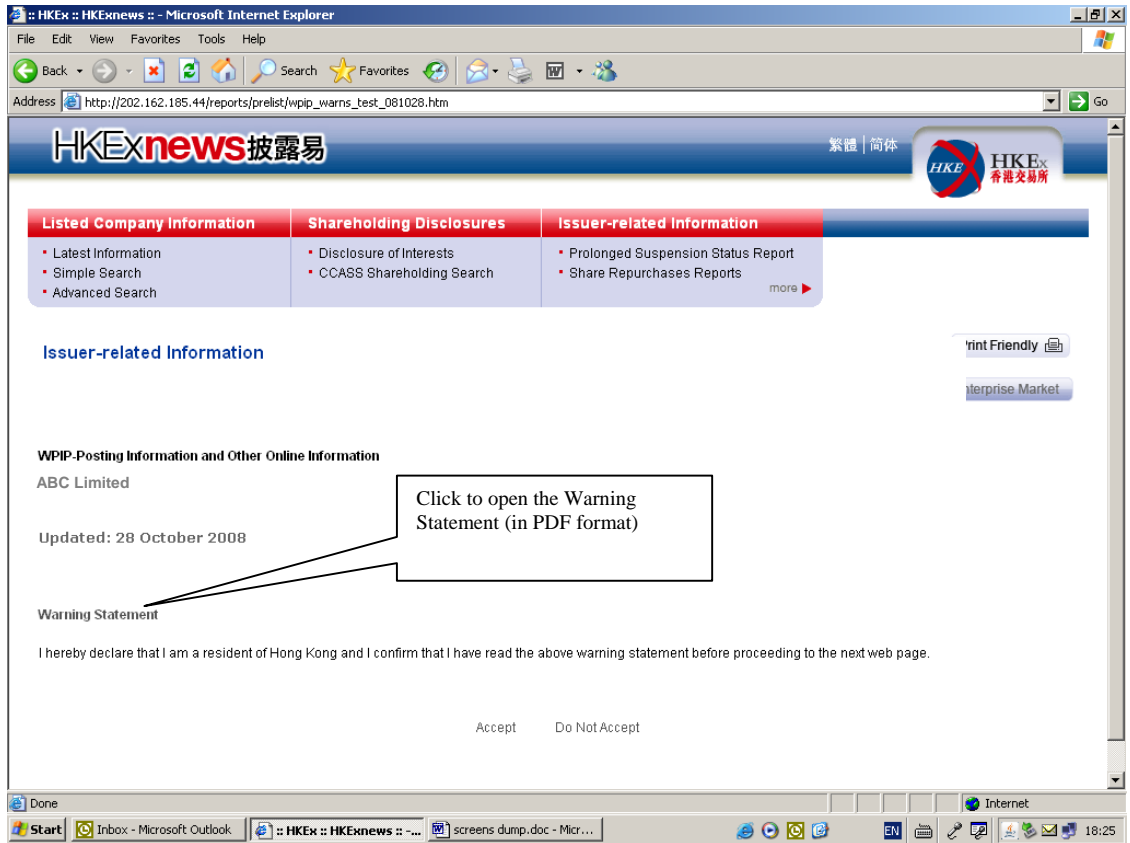
Issuer Name	Date of First Posting	Status
New China Life Insurance Company Ltd.	22 November 2011	
Agriculture Bank of China Limited	17 June 2010	Listed
Guangzhou Automobile Group Co., Ltd.	19 May 2010	Listed
Haidilao Group of China Ltd.	31 August 2009	Listed
China South Locomotive & Rolling Stock Corporation Limited Information	28 July 2008	Listed
China Railway Construction Limited Information	15 February 2008	Listed
China Railway Group Limited Information	12 November 2007	Listed
China CITIC Bank Information	28 March 2007	Listed
ICBC Information	22 September 2006	Listed

At the bottom of the page, there are several footnotes and links:

- Please visit Listed Company Information to view reported WPIP or Other Online Information Packs after issue of prospectus.
- Please visit Archived WPIP-Posting Information to view WPIP-related Information.
- \* These refer to information posted by companies at the request of the Listing Committee on a case by case basis and therefore do not fall within the scope of the Joint Policy Statement dated 5 November 2007.
- Please visit HKE website to view:
  - (i) News Release (November 2007) and (December 2007);
  - (ii) Frequently Asked Questions; and
  - (iii) Logistical Arrangements (March 2009).



D3. Then, a warning statement page as shown below will be displayed (see sample warning statement in [Part A of Enclosure 1](#)). Click **Accept** button to go to the next screen.





D4. The most recent WPIP will appear at the top of the list as shown below:

The screenshot shows the HKE website's 'Web Proof Information Pack (revised)' page. The page is titled 'WPIP-Posting Information and Other Online Information' and lists information for 'ABC Limited'. The table below shows the most recent WPIP entries.

Date of Posting	Document
2 November 2008	<a href="#">Web Proof Information Pack (revised)</a> (Full version)
2 November 2008	<a href="#">Web Proof Information Pack (revised)</a> (Multi-Files)
28 October 2008	<a href="#">Web Proof Information Pack</a> (Full version)
28 October 2008	<a href="#">Web Proof Information Pack</a> (Multi-Files)



**E. Revisions to the WPIP and Withdrawal**

- E1. If a WPIP is revised by way of a replacement WPIP after its initial posting on the HKEx Website, the replacement WPIP must be blacklined to show all changes made.
- E2. The sponsor should follow the file specifications set out in section C for revisions to WPIP. Appropriate disclaimer statements (see sample disclaimer language in [Part B of Enclosure 1](#) for reference) must appear on all subsequently revised WPIP and/or addenda to the original WPIP.
- E3. When the sponsor submits a revised WPIP, the sponsor must confirm to us in writing that the revised WPIP is in accordance with the Joint Policy Statement and give us a letter from the Applicant that it is authorised by the Applicant to post the revised WPIP on the HKEx website.
- E4. Any WPIP including any supplemental materials or revised proof(s) will be withdrawn from the HKEx Website as soon as practicable after the Applicant gives notice to the Exchange to withdraw its listing application (and in the case of a CIS, the CIS listing applicant giving notice to the SFC to withdraw its authorisation application) or when the relevant application lapses, whichever is the earlier.

**F. Re-posting of WPIP**

- F1. At around the same time as the Applicant posts its formal prospectus (or an authorised CIS Disclosure Document in the case of CIS) on the HKEx Website, we will transfer all WPIP of the Applicant to the Applicant's document profile under "Listed Company Information" of the HKExnews website. The Applicant is not required to re-post the WPIP through HKEx-EPS.
- F2. Limited information about WPIP is available at the "Archived WPIP-posting Information" (see diagram below).



Impact 20 B I U % 90% Chinese Translation

Reply with Changes... End Review...

90% Chinese Translation

<b>Archived WPIP-Posting Information</b>					
<i>Isort by alphabetical order of Issuer name!</i>					
<i>Updated to 23 March 2009</i>					
Company Name at time of listing	Stock Code	Date of First WPIP Posting (dd/mm/yy)	Date of Prospectus (dd/mm/yy)	Date of Listing (dd/mm/yy)	
1 A8 Digital Music Holdings Limited A8 電媒音樂控股有限公司	800	06/05/08	28/05/08	12/06/08	
2 Artini China Co. Ltd. 雅天妮中國有限公司	789	28/04/08	02/05/08	16/05/08	
3 Asia Casava Resources Holdings Limited 亞洲木薯資源控股有限公司	841	20/02/09	26/02/09	23/03/09	
4 Asia Cement (China) Holdings Corporation 亞洲水泥(中國)控股公司	743	28/04/08	05/05/08	20/05/08	
5 Bloomage BioTechnology Corporation Limited 華熙生物科技股份有限公司	963	12/09/08	19/09/08	03/10/08	
6 Central China Real Estate Limited 建業地產股份有限公司	832	19/05/08	26/05/08	06/06/08	
7 China Shanshui Cement Group Limited 中國山水水泥集團有限公司	691	13/06/08	20/06/08	04/07/08	
8 China Singyes Solar Technologies Holdings Limited 中國興業太陽能技術控股有限公司	750	29/12/08	31/12/08	13/01/09	
9 Chongqing Machinery & Electric Company Limited 重慶機電股份有限公司	2722	26/05/08	30/05/08	13/06/08	
10 Come Suez Group (Holdings) Limited 錦勝集團(控股)有限公司	794	05/02/09	16/02/09	26/02/09	
11 CT Holdings (International) Limited 詩天控股(國際)有限公司	1008	10/03/09	18/03/09		
12 CVM Minerals Limited 南亞礦業有限公司	705	15/10/08	21/11/08	22/12/08	
13 Emperor Watch & Jewellery Limited 英皇鐘錶珠寶有限公司	887	27/06/08	30/06/08	21/07/08	

Start HKEnewsPo... Microsoft E... Microsoft Off... 11:05

## G. Searching WPIP Information on the HKEx Website

G1. Select the following headline categories (see Appendix 24 of the Main Board Listing Rules and Appendix 17 of the GEM Listing Rules) to search for WPIP:

Tier 1 headline: Listing Documents

Tier 2 headline: Select the headlines best applicable to the contents of the document e.g. “Offer for Sale”, “Offer for Subscription” or “Other”.

G2. Then insert “Web Proof Information Pack” into “News Title”.



Microsoft Internet Explorer window showing the HKExnews website. The address bar displays: [http://www.hkexnews.hk/listedco/listconews/advancedsearch/search\\_active\\_main.asp](http://www.hkexnews.hk/listedco/listconews/advancedsearch/search_active_main.asp)

The website header includes the HKEx logo and navigation links for 繁體 and 简体.

Navigation tabs include:

- Listed Company Information
  - Latest Information
  - Simple Search
  - Advanced Search
- Shareholding Disclosures
  - Disclosure of Interests
  - CCASS Shareholding Search
- Issuer-related Information
  - Prolonged Suspension Status Report
  - Share Repurchases Reports

**Listed Company Information Advanced Search - Current Securities** Your attention is drawn to this disclaimer.

Listed Company Information Advanced Search facilitates search for corporate announcements, shareholder circulars and other corporate communication (e.g. annual reports and prospectuses) issued by Main Board and GEM listed issuers in compliance with the disclosure requirements under the Listing Rules since 1 April 1999. Please note that your search result from the Advanced Search may not cover all disclosures since submission of soft copy was not mandatory for some types of company information prior to 15 February 2002. To simplify search parameter entries, please refer to the Listed Company Information Simple Search for the latest or last seven days listed company documents.

[For company information of Delisted Securities, please click here.](#) [Search Guide](#)

\* Mandatory

Stock Code  List of Stock Codes    Stock Name  List of Stock Names

Headline Category and Document Type\*

Headline Category (For documents since 25 June 2007)  
 All     [Dropdown]    Help

Document Type (For documents prior to 25 June 2007)  
 ALL [Dropdown]

News Title  **Web Proof Information Pack (WPIP)**

Date of Release\*

Start Date: 05 / 04 / 2008    End Date: 05 / 05 / 2008     Last 7 days

Windows taskbar shows: Start, Inbox - Micr..., :: HKEx :: ..., Microsoft Word, Microsoft Off..., 11:27



Enclosure 1

**Part A - Sample Warning Statement in Dedicated Section of the HKExnews website**

**Warning Statement**

This Web Proof Information Pack which you will access by clicking the acceptance button below is being published by [the name of listing applicant] as required by The Stock Exchange of Hong Kong Limited/ the Securities and Futures Commission solely for the purpose of facilitating equal dissemination of information to institutional and retail investors at an earlier stage of the listing process and not for any other purpose. This Web Proof Information Pack should not be accessed by persons located in any jurisdictions where the provision of the following information may breach local securities law.

This Web Proof Information Pack is in draft form. The information contained in it is incomplete and is subject to change which can be material. If an offer or an invitation is made to the public in Hong Kong in due course, prospective investors are reminded to make their investment decisions solely based on [a prospectus of the Company registered with the Registrar of Companies in Hong Kong, copies of which will be distributed during the offer period]/[an offering circular authorised by the Securities and Futures Commission pursuant to Section 105 of the Securities and Futures Ordinance].

The Stock Exchange of Hong Kong Limited and the Securities and Futures Commission take no responsibility for the contents of the [the name of listing applicant]'s information posted on this website, make no representation as to its accuracy or completeness and expressly disclaim any liability whatsoever for any loss howsoever arising from or in reliance upon the whole or any part of the contents of this information.

[Name of listing applicant], sponsors, advisers and underwriters do not have any obligation or liability whatsoever in relation to this Web Proof Information Pack except for [name of the listing applicant]'s obligation to submit the document for posting on the HKEx Website.

I hereby declare that I am a resident of Hong Kong and I confirm that I have read the above warning statement before proceeding to the next web page.\*

\* This statement is provided by the Exchange, please refer to screen in paragraph D3.



## **Part B - Sample Disclaimer Language on the WPIP**

### **1. Sample Disclaimer Language on the Front Page of the Web Proof Information Pack (WPIP)**

*The Stock Exchange of Hong Kong Limited and the Securities and Futures Commission take no responsibility for the contents of this Web Proof Information Pack, make no representation as to its accuracy or completeness and expressly disclaim any liability whatsoever for any loss howsoever arising from or in reliance upon the whole or any part of the contents of this Web Proof Information Pack.*

#### **Web Proof Information Pack of**

**[name of listing applicant]**  
*(a company incorporated in[\*])*

#### **WARNING**

**This Web Proof Information Pack is being published as required by The Stock Exchange of Hong Kong Limited/ the Securities and Futures Commission solely for the purpose of providing information to the public in Hong Kong.**

**This Web Proof Information Pack is in draft form. The information contained in it is incomplete and is subject to change which can be material. By viewing this document, you acknowledge, accept and agree with the Company, any of its sponsor(s), advisers or member of the underwriting syndicate that:**

- (a) this Web Proof Information Pack is only for the purpose of facilitating equal dissemination of information to investors in Hong Kong and not for any other purposes. No investment decision should be based on the information contained in this Web Proof Information Pack;**
- (b) the posting of the Web Proof Information Pack or supplemental, revised or replacement pages on the HKEx Website does not give rise to any obligation of the Company, any of its sponsor(s), advisers or member of the underwriting syndicate to proceed with an offering in Hong Kong or any other jurisdiction. There is no assurance that the Company will proceed with the offering;**
- (c) the contents of the Web Proof Information Pack or supplemental, revised or replacement pages may or may not be replicated in full or in part in the actual prospectus;**
- (d) the Web Proof Information Pack may be updated or revised by the Company from time to time;**



- (e) **this Web Proof Information Pack does not constitute a prospectus, notice, circular, brochure or advertisement offering to sell any securities to the public in any jurisdiction, nor is it an invitation to the public to make offers to subscribe for or purchase any securities, nor is it calculated to invite offers by the public to subscribe for or purchase any securities;**
- (f) **this Web Proof Information Pack must not be regarded as an inducement to subscribe for or purchase any securities, and no such inducement is intended;**
- (g) **neither the Company nor any of its affiliates, underwriters or advisers is offering, or is soliciting offers to buy, any securities in any jurisdiction through the publication of this Web Proof Information Pack;**
- (h) **the Company has not and will not register the securities referred to in this Web Proof Information Pack under the United States Securities Act of 1933, as amended, or any state securities laws of the United States; and**
- (i) **as there may be legal restrictions on the distribution of this Web Proof Information Pack or dissemination of any information contained in this Web Proof Information Pack, you agree to inform yourself about and observe any such restrictions applicable to you.**

**If an offer or an invitation is made to the public in Hong Kong in due course, prospective investors are reminded to make their investment decisions solely based on a prospectus of the Company registered with the Registrar of Companies in Hong Kong, copies of which will be distributed to the public during the offer period.**

- 2. There should be a prominent warning statement on each page of the WPIP displayed on the HKEx Website stating that the WPIP is in draft form, incomplete and subject to change and that the information must be read in conjunction with the section headed “Warning” on the cover the WPIP.**



**Enclosure 2**

**Recommended Contents Layout of a WPIP**

Section/Chapters
Warning (see Enclosure 1- Part 2 for sample language)
Contents
Summary
Definitions and conventions
Forward looking statements
Risk factors
Waiver from strict compliance with the Listing Rules
Directors and parties involved
Corporate information
Industry overview
Regulations
History and development
Our strategic / corporate Investors
Business
Directors, senior management and staff
Substantial shareholders
Share capital
Financial information
Future plans



Appendix I - Accountants' report
Appendix II - Unaudited supplementary financial information (if any)
Appendix III - Profit forecast (if any)
Appendix IV - Property valuation (if any)
Appendix V – Summary of the Company’s constitution and law of the place of incorporation
Appendix VI - Statutory and general information
Appendix VII - Documents delivered to the Registrar of Companies and made available for inspection



**Enclosure 3 - Sample Request for Posting WPIP on the HKEx Website**

[Letter head of the Exchange<sup>1</sup>]

**Private and Confidential**

Our Ref.: LD-2008XXXX-000XX

[ Date]

[Sponsor's<sup>2</sup> address]

**BY FAX (XXXX XXXX)  
& BY POST**

Attn: \_\_\_\_\_

Dear Sirs,

**Company<sup>3</sup> :  
Case Number :  
Transaction Type : New Listing – Primary Listing on HKSE  
Subject : Request for Posting of the Web Proof Information Pack (WPIP)**

We refer to the Joint Policy Statement issued by the Stock Exchange of Hong Kong Limited (the “Exchange”) and the Securities and Futures Commission (the “SFC”) dated 5 November 2007. Capitalised terms have the same meanings as those in the Joint Policy Statement, unless otherwise stated.

Please submit to [us/the Exchange] a ready-to-publish WPIP for publication on the HKEx Website in both the English and Chinese language as soon as practicable upon receipt of this request for posting and in any event no later than the earlier of the time at which:

- the Applicant<sup>4</sup> first distributes any Red-Herring<sup>5</sup> to the Institutional Investors; and
- the first meeting (whether held physically or by video conference or any other media) with the Institutional Investors commences for “bookbuilding” purposes, irrespective of whether any Red Herring has been distributed.

**Confirmation and Authorisation**

<sup>1</sup> In the case of a public offer of interests in a CIS, the request for posting will be sent under the letterhead of the SFC

<sup>2</sup> The listing agent in the case of a public offer of interest in a CIS

<sup>3</sup> The CIS listing applicant in the case of a public offer of interest in a CIS

<sup>4</sup> CIS in the case of CIS listing applicants

<sup>5</sup> Red-Herring of the CIS Disclosure Document in the case of CIS listing applicants



Each sponsor must give a written confirmation in the form set out in [as in [Enclosure 4](#)] to [us/Exchange], confirming that the WPIP is submitted within the Prescribed Timing Requirement for WPIP-posting.

The Company must give a written authorisation in the form set out in [as in [Enclosure 5](#)] to [us/Exchange] to authorise the sponsor(s) to submit the WPIP for publication on the HKEx Website.

### **Revised Logistical Arrangements**

The Exchange has revised the procedures for WPIP submission (“**Revised Logistical Arrangements**”). Please refer to the HKEx Website at: [http://www.hkex.com.hk/listing/prelist/wpip\\_Log.pdf](http://www.hkex.com.hk/listing/prelist/wpip_Log.pdf) for information.

According to the Revised Logistical Arrangements, WPIP must be submitted through HKEx-ESS in the following format:

1. a single file containing the warning statement for posting a WPIP;
2. a single file containing the WPIP with bookmarks; and
3. a multi-file of the same WPIP divided into different chapters together with a table of contents in an Excel file as an index for each individual chapter.

Please quote the above case number in future correspondence.

For any questions, please contact [name of contact] on [telephone no.], [name of contact] on [telephone no.], [name of contact] on [telephone no.] or [name of contact] on [telephone no.].

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

Executive<sup>6</sup>  
Listing Division

Enclosure

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<sup>6</sup> To be issued by the Investment Products Department of the SFC



**Enclosure 4 - Sample Confirmation Letter from Each Sponsor**<sup>7</sup>

[Letterhead of IPO sponsor]

[date]

By fax (2295 0198) and by mail

To : Hong Kong Exchanges and Clearing Limited (“HKEx”)  
The Stock Exchange of Hong Kong Limited (the “Exchange”)  
11th Floor, One International Finance Centre  
1 Harbour View Street, Central  
Hong Kong

Dear Sirs,

**Company**<sup>8</sup> :  
**Case Number** :  
**Transaction Type** : **New Listing – Primary Listing on HKSE**  
**Subject** : **Request for Posting of the Web Proof Information Pack (WPIP)**

We refer to the Request for Posting Letter of the Exchange [or the Securities and Futures Commission] dated [\*]. Capitalised terms have the same meanings as those in the Request for Posting Letter.

We confirm that, on behalf of the Company, we have submitted within the Prescribed Timing Requirement for WPIP-posting a ready-to-publish WPIP in the following manner:

- [1. through HKEx-ESS, the warning statement of the WPIP in a single file format;
2. through HKEx-ESS, the WPIP in a multi-file format; and
3. *(please tick  at the appropriate items below)*

HKEx-ESS, the WPIP of a file size equals to or less than 20MB in a single file format (with bookmarks), or

the enclosed CD ROM which contains the WPIP of a file size exceeding 20MB in a single file format (with bookmarks). ]\*

.../2

<sup>7</sup> The listing agent in the case of a public offer of interests in a CIS

<sup>8</sup> The CIS listing applicant in the case of a public offer of interests in a CIS



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[due to HKEx-ESS failure, a CD ROM containing:

1. the warning statement of the WPIP in a single file format;
2. the WPIP in a multi-file format; and
3. the WPIP in a single file format (with bookmarks).]\*

For any queries, please contact [name of contact] on [telephone no.].

Yours faithfully,  
For and on behalf of  
[name of each IPO sponsor]

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Name:  
Title

*\* Delete as appropriate*

Copy: Investment Products Department, Securities and Futures Commission (in the case of CIS listing applications)



**Enclosure 5 - Sample Authorisation Letter from Applicant**

[Letterhead of the Applicant]

[date]

By fax (2295 0198) and by mail

To : Hong Kong Exchanges and Clearing Limited (“HKEx”)  
The Stock Exchange of Hong Kong Limited (the “Exchange”)  
11th Floor, One International Finance Centre  
1 Harbour View Street, Central  
Hong Kong

Dear Sirs,

**Company** :  
**Case Number** :  
**Transaction Type** : **New Listing – Primary Listing on HKSE**  
**Subject** : **Posting of the Web Proof Information Pack (WPIP)**

We refer to the Request for Posting Letter of the Exchange [or the Securities and Futures Commission] dated [\*]. Capitalised terms have the same meanings as those in the Request for Posting Letter, unless otherwise stated.

We hereby authorise our sponsor(s)<sup>9</sup>, [Name of Sponsor(s)], to submit on our behalf the WPIP for publication on the HKEx Website.

Yours faithfully,  
For and on behalf of  
[name of Applicant]

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Name:  
Title

Copy: Listing Operations Department (if the WPIP is submitted by way of a CD ROM)

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<sup>9</sup> The listing agent in the case of a public offer of interests in a CIS