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**Growth Enterprise Market**

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The Stock Exchange of Hong Kong 香港聯合交易所

**Procedures to submit documents to and  
Communicate with the Exchange**  
(Including file formats)

Fourth Edition May 2004

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The procedures and formats as described in this booklet were adopted by the GEM Listing Committee pursuant to the relevant provisions of the GEM Listing Rules on 2<sup>nd</sup> November, 1999.

**May 2004 Edition**

## 1. About this booklet

### Purpose

- 1.1 Rule 2.21 of the Rules Governing the Listing of Securities on the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited (the "GEM Listing Rules") stipulates that issuers who are required to inform or notify The Stock Exchange of Hong Kong Limited (the "Exchange") should follow certain procedures and formats. Issuers listed on the Growth Enterprise Market ("GEM") are also required to post their announcements, other documents (including but not limited to listing documents, financial statements and circulars) and forms issued pursuant to the GEM Listing Rules onto the GEM website in accordance with certain procedures and formats. This manual describes the procedures and formats for issuers to follow in order to communicate with or send documents to the Exchange under certain circumstances.
- 1.2 Besides the GEM website, financial results and summary of vetted announcements of issuers will also be released through the Exchange's existing News Dissemination System. That system will send such information to brokers, information vendors and other users of the system to ensure a wide dissemination of information.
- 1.3 This booklet also specifies the electronic file formats of documents for publication on the GEM website and the Exchange's News Dissemination System. These file formats must be strictly followed.
- 1.4 Please note that this booklet is not a substitute of the GEM Listing Rules. This manual should be read in conjunction with the GEM Listing Rules and the relevant correspondences issued by the Exchange to the listed companies or their authorized representatives from time to time. Terms used in this document should have the same meanings as those used in the GEM Listing Rules and the relevant correspondences unless otherwise stated. In the event of any conflict or inconsistency between the content of this document and the GEM Listing Rules, as amended and interpreted from time to time, the latter shall govern.

### Target readers

- 1.5 Directors of the GEM issuers, officers of the GEM issuers who are responsible for submitting company announcements or documents or representatives duly authorised for such purpose (the "representatives") (e.g. printers, the Principle Supervisors and Assistant Supervisors of GEM Sponsors) should read this booklet. This booklet is written based on the assumption that the readers are familiar with the usage of Internet.

**Warning:** Issuers should ensure that they have the appropriate computer and data communication capacity to submit the documents to the e-Submission System and that the time taken for submitting documents will vary depending on the type of computer and data communication equipment used.

## **2. Normal communication**

- 2.1 Issuers who would like to communicate with the Exchange, other than the submission of documents for vetting or for publication on the GEM website as described in section 3 of this booklet and those stated otherwise in the GEM Listing Rules, should, pursuant to rule 2.21 of the GEM Listing Rules,
- (i) send the hard copy of the document to the GEM Listing Division, 11<sup>th</sup> Floor, One International Finance Centre, 1 Harbour View Street, Central, Hong Kong;
  - (ii) send through the e-Submission System by following the procedures set out in the e-Submission System User Manual for Listing Related Matters and Publication Related Matters to submit the document; or
  - (iii) send by facsimile to the GEM Listing Division on 2295-0198.

### **3. Submission of documents for vetting and/or for publication**

This section describes the procedures for the submission of documents to the Exchange for vetting and publication on the GEM website. For all other communications with the Exchange, issuers are required to comply with the methods of communications set out in section 2 above.

#### **Documents for vetting**

- 3.1 Pursuant to rules 2.21 and 2.23 of the GEM Listing Rules, all documents should be sent or submitted to the GEM Listing Division in such manner as determined by the Exchange. These include documents submitted for the Exchange's comments. This paragraph together with paragraphs 3.2 and 3.3 set out the procedures to be followed in submitting documents for vetting purposes and the prescribed format of those documents. The Exchange will only vet the English version of all documents. As such, issuers should only submit the English version of all documents for the Exchange's comments unless otherwise stated in the GEM Listing Rules. For vetting purposes, issuers or their representatives could send the documents:
- (i) send through the e-Submission System by following the procedures set out in the e-Submission System User Manual for Listing Related Matters to submit the document to the GEM Listing Division ;
  - (ii) in hard copy to the address as set out in paragraph 2.1(i) or by facsimile to the number as set out in paragraph 2.1(iii); or
  - (iii) in diskette or CD-ROM to the address as set out in paragraph 2.1(i).
- 3.2 Issuers are encouraged to use the e-Submission System as described in paragraph 3.1 (i) to submit their draft announcements and/or draft notices for vetting purposes. If issuers choose to use this service, issuers should, pursuant to note 2 of rule 17.53 of the GEM Listing Rules, notify the GEM Listing Division by contacting the responsible officer of the Division by phone after submitting the documents.
- 3.3 In order to save time for the preparation of documents and conform to the file formats specified for the publication on the GEM website, issuers should prepare documents in the format as specified in Appendix 2 before submitting the documents to the Exchange for vetting purpose.

#### **Documents for publication**

- 3.4 According to rule 16.04 of the GEM Listing Rules, all announcements and documents (including but not limited to listing documents, financial statements and circulars) prepared by issuers are required to be submitted in electronic format for publication on the GEM website. Pursuant to rule 16.18 of the GEM Listing Rules, the Exchange reserves the right to specify the procedures and formats for such publication and issuers are required to submit such documents in the file format as specified by the Exchange from time to time. Set out in this paragraph and paragraphs 3.5 to 3.9 below are the formats and procedures required by the Exchange for publication of documents on the GEM website. Pursuant to rule 16.17 and 16.18 of the GEM Listing Rules, issuers are required to submit the cleared version of such documents to the Exchange subsequent to the GEM Listing Division confirming that it has no further comments. In the case where prior clearance is not required from the GEM Listing Division, issuers are also required to submit the final version of such unvetted documents to the Exchange. The format for the files to be submitted to the GEM website is set out in Appendix 3. In order to ensure that certain types of documents can reach a wider audience, issuers are also required to prepare a summary file (i.e. a simple text format) for those documents specified in Section 4 so that such summaries can be disseminated through the

News Dissemination System of the Exchange. The format for the files to be disseminated via the News Dissemination System is set out in Appendix 4.

- 3.5 Issuers should follow the procedures set out below to submit their announcements and other documents (Company Information Sheet, the Share Buyback Report Form and the Results Announcement Form, the procedures for the submission of which are set out in paragraphs 3.7, 3.8 and 3.9 below respectively) for publication:
- (i) Obtain clearance from the Exchange for the documents to be published if the documents require clearance;
  - (ii) Prepare the final version of the document if clearance from the Exchange is not required or the cleared version of the document in the format specified in Appendix 3 in both English and Chinese. Given that the file volume of listing documents, prospectus, financial statements and reports are generally very bulky, issuers are strongly advised to submit CD-ROMs in which these documents are stored to the Information Services Department at the address as set out in paragraph 3.5(iv). For prospectus, it should be separated into and be arranged in logical chapters, and each chapter should be saved in a separate file. You may refer to the e-Submission System User Manual for Publication Related Matters for detailed specifications;
  - (iii) In the case of a vetted announcement, reproduce the cleared version of the announcement (or only the summary box if the announcement contains a summary box) in the simple text format as specified in Appendix 4 in both English and Chinese;
  - (iv) Send the documents set out in paragraphs 3.5(ii) and (iii) above to the Information Services Department by no later than 9:00 p.m. on any business day if they are to be published on the GEM website no later than 9:00 a.m. on the following business day, (any announcements that requires to be published urgently, once cleared by the Exchange if clearance is required, should be submitted immediately for publication) by either one of the following means:
    - (a) send through the e-Submission System by following the procedures set out in the e-Submission System User Manual for Publication Related Matters to submit the document (in both English and Chinese) to the Information Services Department; or
    - (b) send the diskette or CD ROM on which the document is stored together with a confirmation letter (a sample of which is set out in Appendix 1) duly signed by an authorised person to the Information Services Department, 10<sup>th</sup> Floor, One International Finance Centre, 1 Harbour View Street, Central, Hong Kong.
  - (v) The Exchange will release the documents on the GEM website and/or the News Dissemination System as appropriate upon receiving the appropriate documents.
- 3.6 Pursuant to rule 16.06 of the GEM Listing Rules, issuers should send the hard copy or electronic format of the cleared announcements or notices, at the same time as being submitted for publication on the GEM website, to all English language gazetted newspapers and all Chinese language gazetted newspapers for information purposes. The Exchange reserves the right to require an issuer to publish any announcements or notices in any other format and in any other manner prescribed by the Exchange, including by way of paid announcement in any gazetted newspapers.

#### *Company Information Sheet*

- 3.7 Pursuant to rules 12.26(2) and 17.52 of the GEM Listing Rules, issuers are required to submit the Company Information Sheet for publication on the GEM website at the time of listing and to update the information on the sheet from time to time. The following sets out the

procedures of submitting the Company Information Sheet at the time of listing and for any subsequent updates.

- (i) Complete or update the Company Information Sheet with the latest information in the format specified in Appendix 3 in both English and Chinese. A sample of the Company Information Sheet is set out in Appendix 5 and a blank form can be downloaded from the e-Submission System by following the steps set out in the e-Submission System User Manual for Publication Related Matters.
- (ii) Send the completed information sheet by no later than 9:00 p.m. on any business day if they are to be published on the GEM website no later than 9:00 a.m. on the following business day, by either one of the following means:
  - (a) send through the e-Submission System by following the procedures set out in e-Submission System User Manual for Publication Related Matters to submit the information sheet (in both English and Chinese) to the Information Services Department; or
  - (b) send the diskette on which the sheet is stored together with a confirmation letter (a sample of which is set out in Appendix 1) duly signed by an authorised person to the address set out in paragraph 3.5(iv).

(Note: the blank Company Information Sheet in Microsoft Word format is available on the e-Submission System for download purpose)

- (iii) The Exchange will release the information sheet on the GEM website upon receiving the appropriate documents.
- (iv) Send the original hard copy of the Company Information Sheet duly signed by or on behalf of each of the Directors to the GEM Listing Division at the address as set out in paragraph 2.1 (i) at the same time when the completed information sheet is submitted pursuant to paragraph 3.7(ii) above.

#### *Share Buyback Report Form*

3.8 Pursuant to rule 13.13(1) of the GEM Listing Rules, issuers are required to submit the Share Buyback Report Form to the Exchange no later than 30 minutes before the earlier of the commencement of the morning trading session or any pre-opening session on the business day following the day on which the issuers make a purchase. The following sets out the procedures of submitting the Share Buyback Report Form at the time the purchase was made.

- (i) complete the Share Buyback Report Form (a sample of which is set out in Appendix 6) with the information regarding to the purchase by either one of the following means:
  - (a) complete the Share Buyback Report Online Form on the e-Submission System; or
  - (b) complete the blank Share Buyback Report Form in Microsoft Excel format and send the file through the e-Submission System; or
  - (c) complete the blank Share Buyback Report Form in Microsoft Excel format and send the file through diskette together with the confirmation letter (a sample of which is set out in Appendix 1) duly signed by an authorised person to the address set out in paragraph 3.5(iv)

(Note: the blank Share Buyback Report Form in Microsoft Excel format is available on the e-Submission System for download purpose)

- (ii) Send the original hard copy of the form duly signed by an authorised person to the GEM Listing Division at the address as set out in paragraph 2.1(i) at the same time when the completed Share Buyback Report Form is submitted pursuant to paragraph 3.8(i)(a) or (b) above.

*Quarterly / Yearly Results Announcement Form & Detail Results Announcement*

- 3.9 Pursuant to rule 17.49 of the GEM Listing Rules, issuers are required to inform the Exchange of any results announcements immediately after the results are approved by the board of directors. The following sets out the procedures of submitting the Quarterly / Yearly Results Announcement Form & its Detail Results Announcement to the Exchange.

*Results Announcement Form (Summary version)*

- (i) complete the Quarterly / Yearly Results Announcement Form (a sample of which is set out in Appendix 7) with the results and description note (if any) as mentioned in point (ii) below which have been approved by the board of directors by either one of the following means:
  - (a) complete the Quarterly / Yearly Results Announcement Online Form through the e-Submission System; or
  - (b) complete the blank Quarterly / Yearly Results Announcement Form in Microsoft Excel format and send the file through the e-Submission System together with a faxed copy of the Quarterly / Yearly Results Announcement Form duly signed by an authorised person; or
  - (c) complete the blank Quarterly / Yearly Results Announcement Form in Microsoft Excel format and send the file through diskette together with a copy of the results announcement form duly signed by an authorised person to the address set out in paragraph 3.5(iv)(b) and the confirmation letter, a sample of which is set out in Appendix 1.

(Note: the blank Quarterly / Yearly Results Announcement Form in Microsoft Excel format is available on the e-Submission System for download purpose)

- (ii) The results announcement form should include description note if applicable. Issuers are required to ensure that the providing descriptions satisfy the criteria as set out in the guideline note associated with the result announcement form.
- (iii) The *Quarterly / Yearly* results announcement form should contain amounts that represent the cumulative results for the period from the beginning of the financial year to the end of the reporting period. The amount for the last corresponding period represents the comparative cumulative figures for the previous corresponding period. e.g. If the year-end date of an issuer is the 31<sup>st</sup> December, then the period covered by the results announcement form for the 3<sup>rd</sup> quarter is 9 months.

*Detail Results Announcement (Full version)*

- (iv) Submit the final version of the Detail Results Announcement (in Adobe pdf format) by either one of the following means:
  - (a) send through the e-Submission System by following the procedures set out in the e-Submission System User Manual for Publication Related Matters to submit the results announcement (in both English and Chinese) to the Information Services Department; or
  - (b) send the diskette on which the results announcement are stored together with a confirmation letter (a sample of which is set out in Appendix 1) duly signed by an authorised person to the address set out in paragraph 3.5(iv)(b).



- (v) The Exchange will release the results announcements (i.e. both the Results Announcement Form and the Detail Results Announcement) on the GEM website and the News Dissemination System upon receiving the appropriate documents. However, issuers should note that no results announcements would be made during the trading hours of the Exchange unless the shares of the company concerned have been suspended. The Exchange feels that the public should be given sufficient time to read such information before the next trading session commences. Thus, the Exchange will not accept any results announcement during 9:30 a.m. to 12:30 p.m. and during 2:30 p.m. to 4:00 p.m. on any business day. Any results announcements submitted to the Exchange during the abovementioned period will be void and will require resubmission. Issuers should note that there might be delay between the time they submit the document and the time such document is received by the Exchange. It is important to note that the results announcements (both summary and full versions) must be received by the Information Services Department immediately after board approval by no later than 1:00 p.m. in order to be published on the GEM website before the afternoon trading session commences and 9:00 p.m. in order to be published on the GEM website before the trading session of the following business day commences. Furthermore, the *Quarterly / Yearly* Results Announcement Form will only be released by the Exchange together with the Detail Results Announcement.
- (vi) Send the original hard copy of the results announcement form duly signed by an authorised person to the GEM Listing Division at the address as set out in paragraph 2.1(i) at the same time when the completed *Quarterly / Yearly* Results Announcement Form is submitted.

3.10 If you encounter any operational or technical problems regarding to the publication, please contact us on the following hotline:

- (i) (852)-2840-3405; or
- (ii) send an e-mail to the Growth Enterprise Market at [Gemweb@hkex.com.hk](mailto:Gemweb@hkex.com.hk)

#### 4. The submission methods and procedure of publication for various documents

The table below summarises the submission methods and procedure of publication for various types of documents.

Type of documents	Deadline for submission of ready-to-publish soft copy	Acceptable soft copy formats for publication on GEM website				To be released through the News Dissemination System	To be sent to gazetted newspapers
		e-Submission template	PDF	MS Word	MS Excel		
(1) Results Announcement Forms (Summary version)	Immediately after board approval and in any event no later than 9:00p.m. on that day (in practice between 12:30p.m. and 1:00p.m or after 4:00p.m. on a business day).	√			√	√	
(2) Detail Results Announcements (Full version)	As Above		√	√			√
(3) Financial information required by GEM Listing Rule 18.50C (relating to annual results) to be submitted if the listed issuer has chosen initially to publish only a summarised preliminary results announcement for the financial year on the GEM website	No later than 9:00p.m. on a business day that is not more than 3 months after the issuer's financial year end		√				
(4) All other unvetted announcements	No later than 9:00p.m. on any business day, if it is to be published on the GEM website before the earlier of the commencement of the morning trading session or any pre-opening session on the following business day		√	√			
(5) Vetted announcements (including formal notices, allotment results and (GEM) placing results)	As above		√	√		√	√
(6) Company information sheets	As above		√	√			

<i>Type of documents</i>	<i>Deadline for submission of ready-to-publish soft copy</i>	<i>Acceptable soft copy formats for publication on GEM website</i>				<i>To be released through the News Dissemination System</i>	<i>To be sent to gazetted newspapers</i>
		<b>e-Submission template</b>	<b>PDF</b>	<b>MS Word</b>	<b>MS Excel</b>		
(7) Corporate communications required to be sent by a listed issuer under the Listing Rules to shareholders (including circulars, listing documents and application forms, annual reports, quarterly and half-year reports and notice of annual and extraordinary/special general meetings)	No later than 9:00p.m. on the business day immediately preceding the day on which it is sent by the listed issuer to shareholders		√				
(8) IPO prospectuses and application forms	No later than 9:00a.m. on the business day immediately preceding its date of registration under the Companies Ordinance		√				√

**Standard confirmation letter**  
(for use where soft copy not submitted by e-Submission)

[letterhead of issuer]

[date]

By fax (2877-6987) and by mail

To: Information Services Department  
Hong Kong Exchanges and Clearing Limited ("HKEx")  
11th Floor, One International Finance Centre  
1 Harbour View Street, Central  
Hong Kong

Dear Sirs,

**Description of announcement or other document submitted**

We hereby submit to you the enclosed soft copy of the above document for publication on the HKEx/GEM\* website.

The document was cleared by [name of Listing Division officer] of the Exchange on [date] at [time].\*/The document does not require clearance by the Exchange under the Main Board/GEM Listing Rules.\*

The document may be published immediately upon receipt.\*/The document may be published after (but should not be published before) [date & time].\*

Should you have any queries, please contact [name of contact] on [telephone no.].

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

\_\_\_\_\_  
Name:

Title :

*\* Please delete as appropriate.*

## Specifications for files to be submitted for vetting purposes

### Overview

1. This appendix specifies the formats and the software to be used for the preparation of the files to be submitted for vetting purposes. Issuers or their authorised representatives should ensure that the files are produced in accordance with these specifications.

### Word processing tools

2. The document MUST either be prepared in Microsoft® Word97 for Windows, Word 98 for Macintosh or Adobe® portable document format and use the revision function to show any mark-up changes from previous submitted drafts.
3. Font size  
Please use the "Times New Roman" font and adhere to the following guidelines:

<u>Usage</u>	<u>Font Size</u>	<u>MS Word Style</u>
Title	18 + Bold + Centered	Title
Section Name	13 + Bold + All in Capital letters	Heading 1
Level 1 Sub-Section Name	12 + Bold	Heading 2
Level 2 Sub-Section Name	12 + Bold	Heading 3
Level 3 Sub-Section Name	12 + Bold + Indent 0.5"/1.25cm	Heading 4
Body Text	13	Normal
Header	12	Header
Footer	12	Footer

Note: Do not use any font size lower than 12.

4. Paper size  
Please use A4 paper.
5. Document layout
  - (a) The orientation of the documents should be set as "Portrait" (except for forms, tables and charts, in which case, both "Portrait" and "Landscape" orientation are acceptable).
  - (b) Each section and sub-sections should be numbered properly and logically. Each section should start on a new page.
  - (c) Generally, only 2 levels of sub-sections should be used. 3<sup>rd</sup> level sub-sections should only be used when it is absolutely necessary.
6. Page layout
  - (a) The page layout should be set as follows:

<u>Margin</u>	<u>Length</u>
Left	0.50 inch / 1.00 cm
Right	0.50 inch / 1.00 cm
Top	0.50 inch / 1.00 cm
Bottom	0.50 inch / 1.00 cm
Header	0.40 inch / 0.75 cm from edges
Footer	0.40 inch / 0.75 cm from edges

(b) The title of the document should appear at the foot of each page of the document (using the "Footer" function) except the cover page and the content page.

(c) Each page of the documents must be numbered. You can use the "Footer" function and type in the page number in the "Footer" area of the page. They should type either "n" or "page n", where n is the page number, and "center" it.

7. Line spacing

(a) Single-spacing should be used within paragraphs

(b) Double-spacing should be used between paragraphs

8. Tab control

Tab spacing should be set at a length of 0.5 inch / 1.25 cm.

9. Indentation

(a) All section/sub-section numbers should start at the leftmost position

(b) All paragraphs should be left and right justified.

10. Diagrams and charts

Diagrams and Charts created by other application software should be embedded into the main document so as to form one single document. Do NOT prepare the diagrams or charts in separate documents.

## **Specifications for files to be published on the GEM website\***

### **Overview**

1. This appendix specifies the formats and the software to be used for the preparation of the files to be published on the GEM website. Issuers or their authorised representatives should ensure that the files are produced in accordance with these specifications.

### **Document formatting**

2. Please use the "Times New Roman" font for the English version of the document and adhere to the other formatting guidelines as set out in the section headed "Font size", "Paper size", "Document layout", "Page layout", "Line spacing", "Tab control", "Indentation", "Diagrams and charts", " in Appendix 2.

### **Publishing tools**

3. The document MUST be prepared in Adobe® portable document format (i.e. pdf) using Adobe® Acrobat® version 4.0 or above. For more information on the latest version of Adobe® Acrobat®, please visit their website at <http://www.adobe.com/products/acrobat/main.html>.

### **Recommended File Size and File Name Convention for Individual PDF File**

4. In order to speed up the time required to load the relevant section of a large listing document such as prospectus, we recommend that Issuers divide the document into logical sub-sections and save each sub-section under a different file name. For details, please refer to the e-Submission System User Manual for Publication Related Matters.

## Suggestions on Installing and Configuring Adobe® Acrobat® 6.0

- The following are suggestions on installing and configuring Adobe® Acrobat® 6.0. Steps for installation and configuration are the same for English and Chinese versions.

### Installation Suggestions

Please click the "custom" ("自訂", for Chinese version, same as below) option during installation;



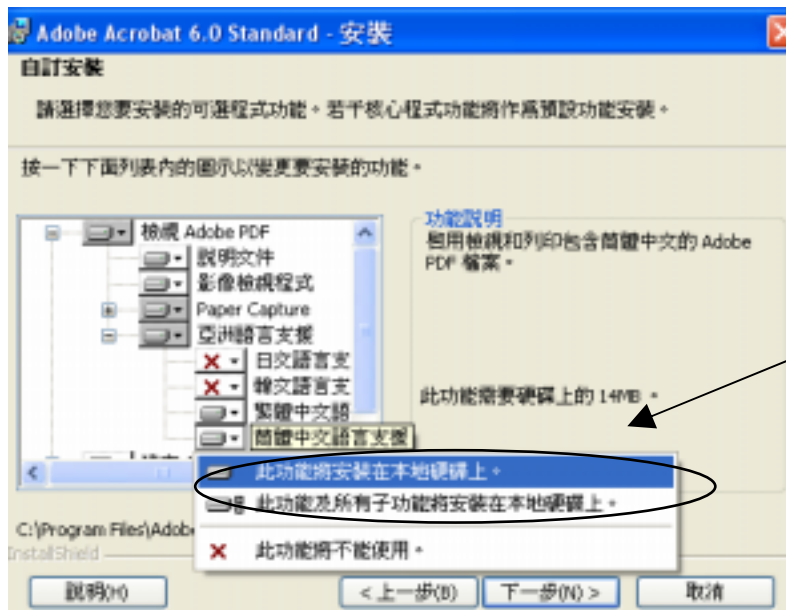
Then check all Chinese fonts "both traditional and simplified" ("繁體字及簡體字") related boxes and the "Distiller Asian Language PDF Generation" ("亞洲語言支援") box to install all necessary sub-component to produce Chinese characters embedded pdf files.

**This check box is to embed the Traditional Chinese fonts**

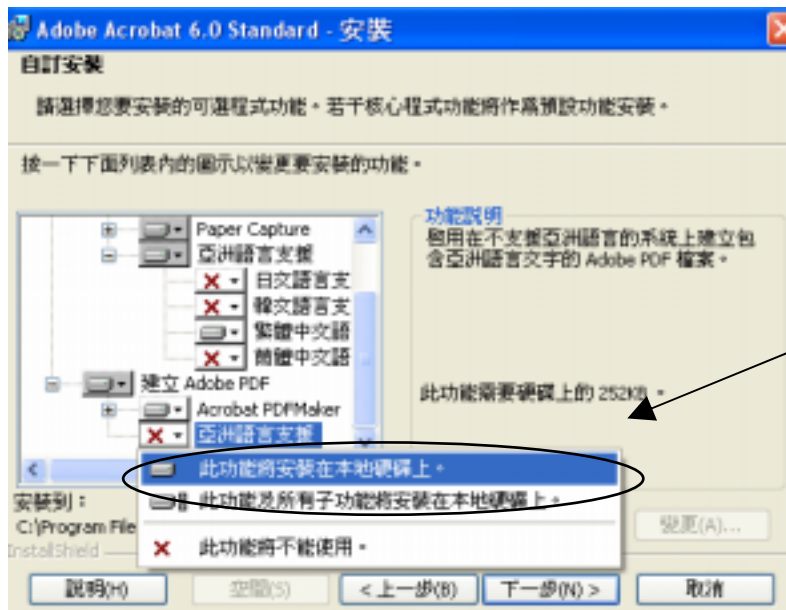




This check box is to embed the Simplified Chinese fonts



This check box is to embed the Distiller Asian Language PDF fonts in all generated PDF files



## Configuration Suggestions

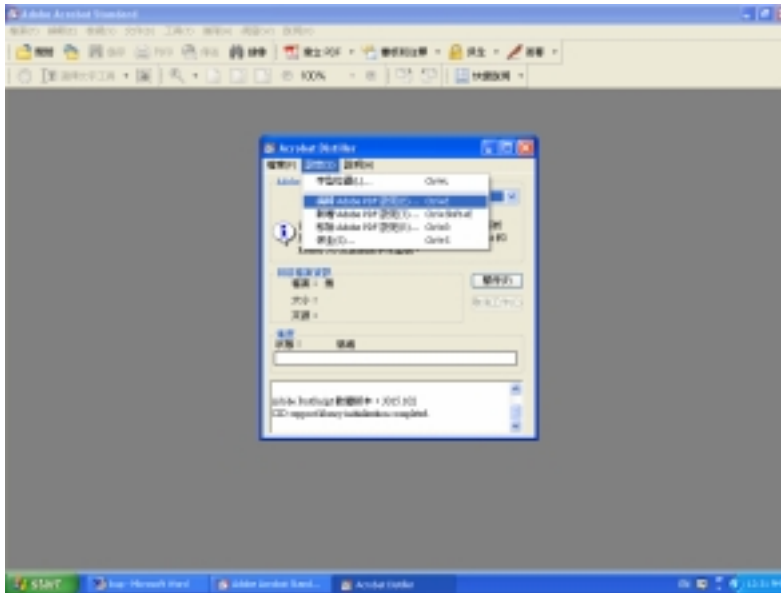
After installation, there are some settings need to configure in order to allow the generated PDF files to be able to view by lower version of the Acrobat Reader.

- i. In Acrobat Distiller, select "Acrobat Distiller", "Edit Acrobat PDF Settings" ("編輯 Acrobat PDF 設定"), and choose "Acrobat 3.0" in the box marked "Compatibility" ("相容性") under the General section;

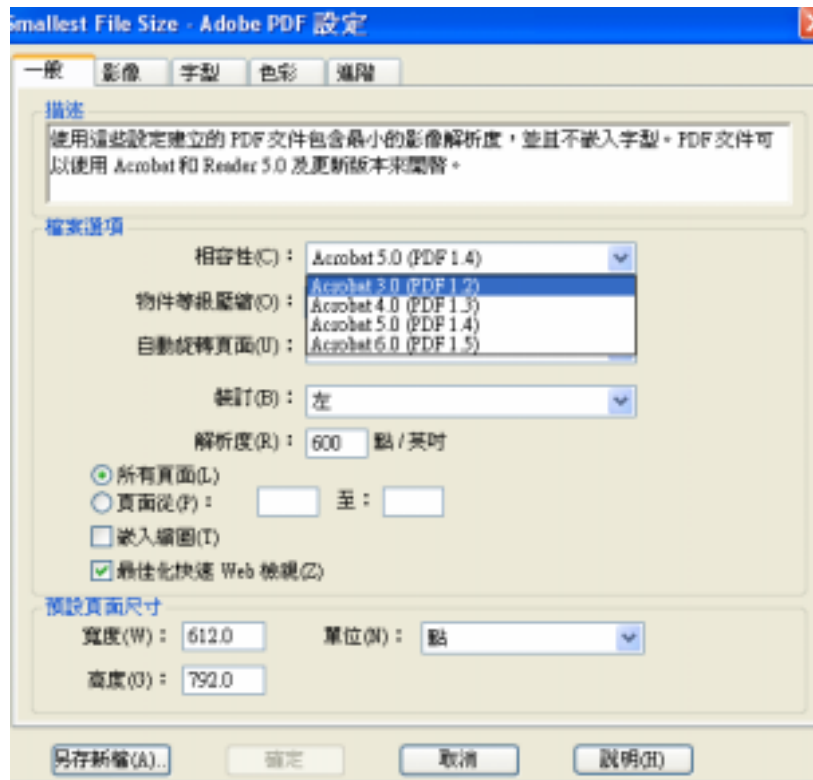
### Select "Acrobat Distiller"



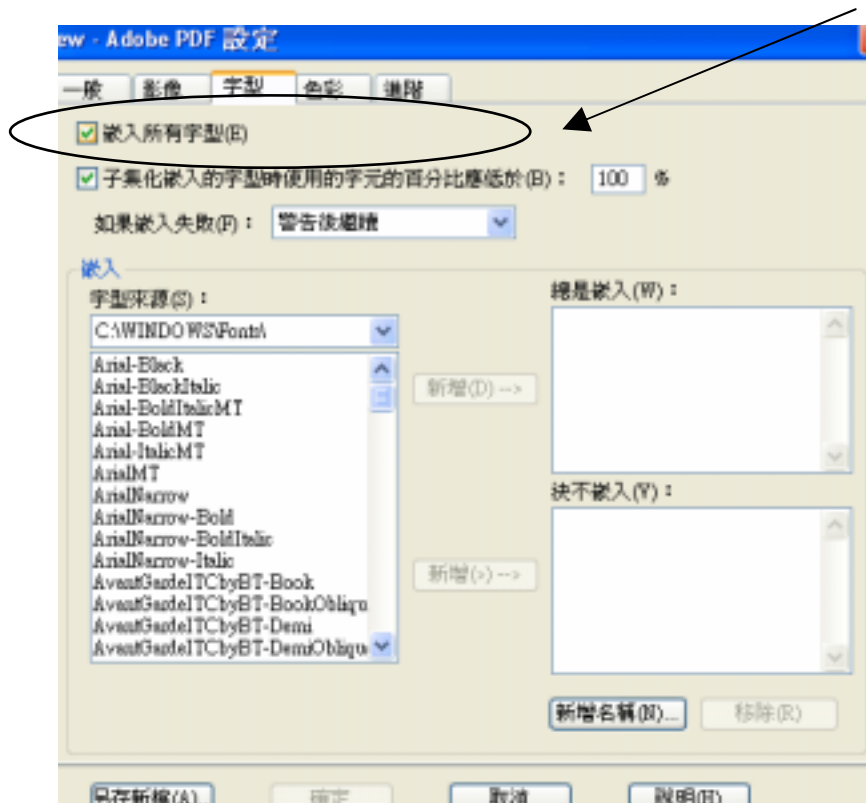
### Select "Edit Acrobat PDF Settings" ("編輯 Acrobat PDF 設定")



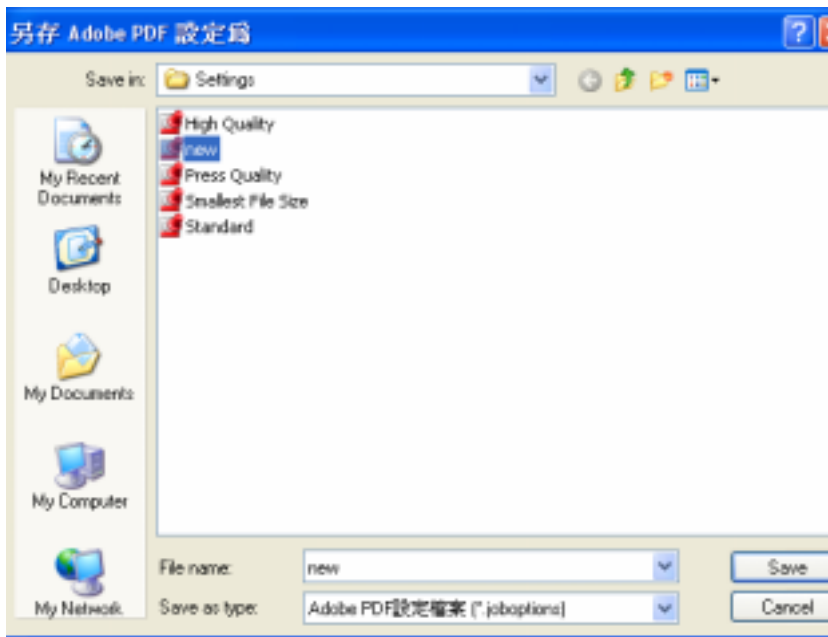
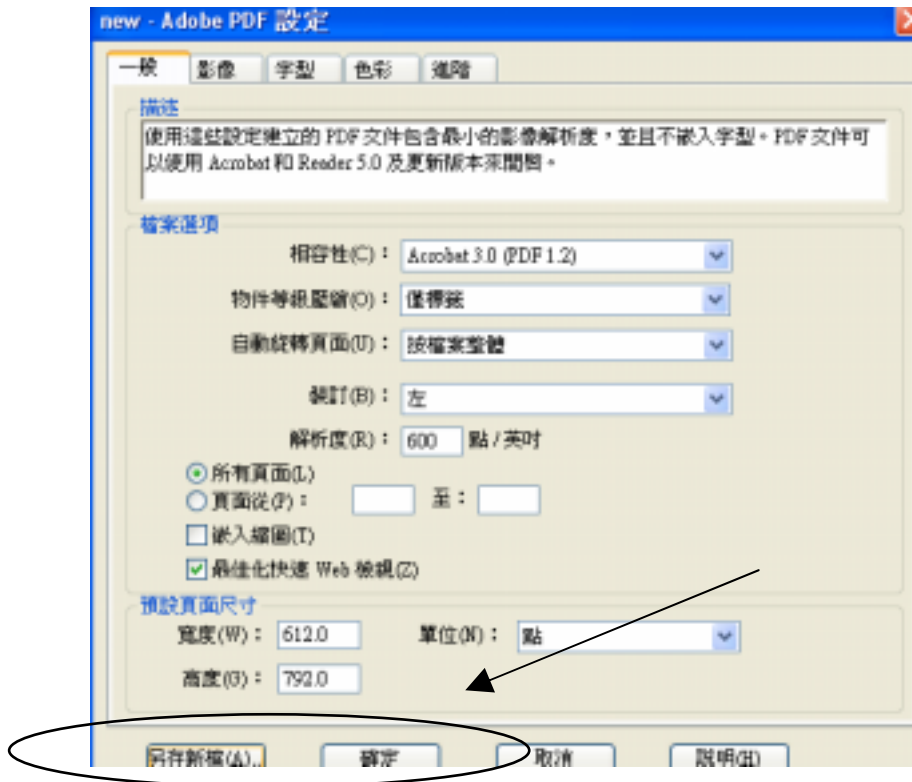
Choose "Acrobat 3.0" in the box marked "Compatibility" ("相容性") under the General section



ii. In the "Font section" ("字型部分"), check the box to "Embed All Fonts" ("嵌入所有字型");

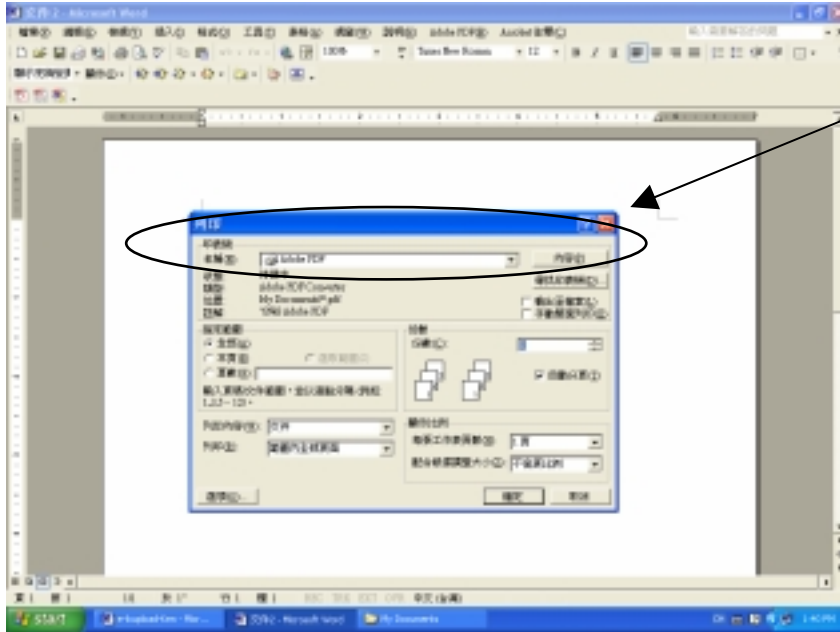


iii. Save the above setting in the PDF Distiller

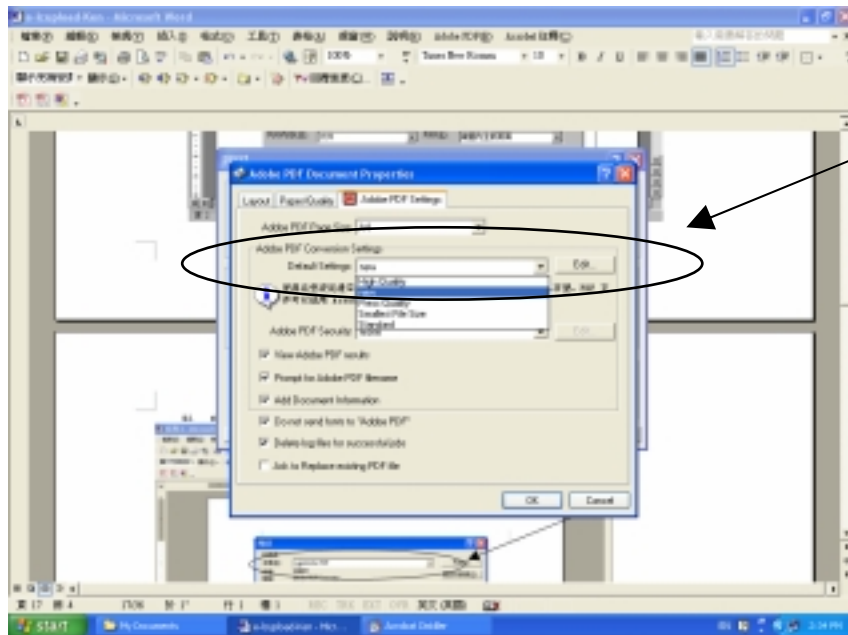


## An Introduction to Producing a PDF File

6. The following example will use Microsoft Word 2002 to illustrate the steps involved in producing a pdf file after all editing is complete in a word processing application.
  - i. Choose File, Print under MS Word menu;
  - ii. Choose "Acrobat Distiller" under the Printer name menu, and then click "Properties";



- iii. Select the above saved configuration setting as the default setting by choosing "Adobe PDF Setting" and select the saved setting file.



- iv. Click "OK" to produce the pdf file; and
  - v. The pdf file will be saved in the directory specified.

\* Extraction from e-Submission System User manual for Publication Related Matters

## Specifications for files to be published through News Dissemination System

### Overview

1. This appendix specifies the formats and the software to be used for the preparation of the files to be published through the News Dissemination System of the Exchange. Issuers or their authorised representatives should ensure that the files are produced in accordance with these specifications.

### Document formatting

2. Please use the "Courier" font point size 10 for the English version of the document and "細明體" font point size 10 for the Chinese version.

### Publishing tools

3. The document MUST be prepared in simple text format (i.e. ASCII text). You are recommended to use the "Simple text" Editor on the Macintosh platform, the "Notepad" on the Windows platform or similar software on other platforms. You are also reminded to note the different ways Macintoshes, IBM-compatibles and UNIX systems treat "carriage returns".

### Formats: an illustrative example

4. The following is the specification of each of the English and Chinese version of a file. If you are in any doubt after reading through the following, please contact the GEM website and trading unit at any of the telephone numbers listed out in Section headed "Hotline Assistance".

#### *English Version*

- The file should not exceed 72 characters per line and 90 lines per file (including white space).
- If the file content cannot fit within 90 lines, spilt into more than one file.
- The English file should not contain any Chinese characters.
- Please follow the following example for the first 5 lines of every single file and fill in the relevant information.

E  
Company Name<stock code> - Announcement  
Company Name<stock code> - Announcement  
Company Name<stock code> - Announcement

#### Beginning of file content

- An actual example might look like the following:

E  
Tom.com<8001> - Announcement  
Tom.com<8001> - Announcement  
Tom.com<8001> - Announcement

This announcement is for information purposes only and does not constitute an invitation or offer to acquire, purchase .....

### Chinese Version

- The file should not exceed 36 characters per line and 90 lines per file (including white space).
- If the file content cannot fit within 90 lines, split into more than one file.
- The Chinese file can contain English characters.
- Please follow the following example for the first 6 lines of every single file and fill in the relevant information.

C  
Company Name<Stock Code> - Announcement (this line is in English)  
Company Name<Stock Code> - Announcement (this line is in Chinese)

Company Name<Stock Code> - Announcement (this line is in Chinese)

Content of the announcement .....

- An actual example might look like the following:

C  
Techpacific<8088> - Announcement  
亞科網<8088> - 公告

亞科網<8088> - 公告

本公布僅供參考之用，並不構成收購、購買或認購證券之邀請 .....

### File naming convention and other information

5. Please follow the file naming convention as detailed in Appendix 3 and use ".txt" as the file extension.
6. If an announcement contain a summary box, the announcement needs to cover ONLY from the start of the announcement until the end of the summary box. However, please add the signature section, announcement date and the following statement to this version (the normal GEM website statement "This announcement will appear on the GEM website ..... for 7 days...."should be deleted if a summary box is used)

上述公佈謹屬概要。該公佈全文現載於創業板網頁(<http://www.hkgem.com>)內「最新公司公告」一頁。

The above announcement is a summary only. For the full version of this announcement, please refer to the 'Latest Company Announcements' page on the GEM website at <http://www.hkgem.com>.

## Forms relating to listing

### Form F

#### The Growth Enterprise Market (GEM)

### Company Information Sheet

The Stock Exchange of Hong Kong Limited takes no responsibility for the contents of this information sheet, makes no representation as to its accuracy or completeness and expressly disclaims any liability whatsoever for any loss howsoever arising from or in reliance upon the whole or any part of the contents of this information sheet.

**Company name:**

**Stock code (ordinary shares):**

This information sheet contains certain particulars concerning the above company (the "Company") which is listed on the Growth Enterprise Market ("GEM") of The Stock Exchange of Hong Kong Limited (the "Exchange"). These particulars are provided for the purpose of giving information to the public with regard to the Company in compliance with the Rules Governing the Listing of Securities on the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited (the "GEM Listing Rules"). They will be displayed at the GEM website on the Internet. This information sheet does not purport to be a complete summary of information relevant to the Company and/or its securities.

The information in this sheet was updated as of \_\_\_\_\_.

**A. General**

Place of incorporation :

Date of initial listing on GEM :

Name of Sponsor(s) :

Names of directors:  
(Please distinguish the status of the directors -  
Executive, Non-Executive or Independent  
Non-Executive) :

Name(s) of substantial shareholder(s)  
(as such term is defined in rule 1.01 of the  
GEM Listing Rules) and their respective  
interests in the ordinary shares and other  
securities of the Company :

Name(s) of company(ies) listed on GEM  
or the Main Board of the Stock Exchange  
within the same group as the Company :

Financial year end date :

Registered address



Head office and principal  
place of business :

Website address (if applicable) :

Share registrar :

Auditors :

**B. Business activities**

*(Please insert here a brief description of the business activities undertaken by the Company and its subsidiaries.)*

**C. Ordinary shares**

Number of ordinary  
shares in issue :

Par value of ordinary shares in issue :

Board lot size (in number of shares) :

Name of other stock exchange(s) on which  
ordinary shares are also listed :

**D. Warrants**

Stock code :

Board lot size :

Expiry date :

Exercise price :

Conversion ratio :  
*(Not applicable if the warrant is  
denominated in dollar value of  
conversion right)*

No. of warrants  
outstanding :

No. of shares falling  
to be issued upon the  
exercise of outstanding warrants :

**E. Other securities**

Details of any other securities in issue.  
*(i.e. other than the ordinary shares described in C above and warrants described in D above but  
including options granted to executives and/or employees).*

*(Please include details of stock code if listed on GEM or the Main Board or the name of any other  
stock exchange(s) on which such securities are listed).*

If there are any debt securities in issue that are guaranteed, please indicate name of guarantor.

**Responsibility statement**

The directors of the Company (the "Directors") as at the date hereof hereby collectively and individually accept full responsibility for the accuracy of the information contained in this information sheet (the "Information") and confirm, having made all reasonable inquiries, that to the best of their knowledge and belief the Information is accurate and complete in all material respects and not misleading and that there are no other matters the omission of which would make any Information inaccurate or misleading.

The Directors also collectively and individually accept full responsibility for submitting a revised information sheet, as soon as reasonably practicable after any particulars on the form previously published cease to be accurate.

The Directors acknowledge that the Stock Exchange has no responsibility whatsoever with regard to the Information and undertake to indemnify the Exchange against all liability incurred and all losses suffered by the Exchange in connection with or relating to the Information.

Signed:

_____	_____
_____	_____
_____	_____
_____	_____

**NOTES**

- 1 *This information sheet must be signed by or pursuant to a power of attorney for and on behalf of each of the Directors of the Company.*
- 2 *Pursuant to rule 17.52 of the GEM Listing Rules, the Company must submit to the Exchange (in the electronic format specified by the Exchange from time to time) for publication on the GEM website a revised information sheet, together with a hard copy duly signed by or on behalf of each of the Directors, as soon as reasonably practicable after any particulars on the form previously published cease to be accurate.*
- 3 *Please send a copy of this form by facsimile transaction to Hong Kong Securities Clearing Company Limited (on 2815-9353) or such other number as may be prescribed from time to time at the same time as the original is submitted to the Exchange.*

**Form of share buyback report to  
The Stock Exchange of Hong Kong Limited  
(The "Exchange")**

This form must be submitted to the Exchange in electronic format in the manner determined by the Exchange from time to time, together with a hard copy, duly signed for and on behalf of the issuer.

To:       The GEM Listing Division  
          The Stock Exchange of Hong Kong Limited

Dear Sirs,

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Name of Company:

Description of Securities:

A. Purchase Report

We hereby report the following purchases by our company of the above securities.

<u>Trading Day/Date</u>	<u>Number of Securities Purchased</u>	<u>Method of Purchase*</u>	<u>Price per Share or Highest Price Paid \$</u>	<u>Lowest Price Paid \$</u>	<u>Total Paid \$</u>
_____	_____				_____
Total	_____				_____

\* Either on The Stock Exchange of Hong Kong Limited (the "Exchange"), on another stock exchange (stating the name of the exchange), by private arrangement or by general offer.

B. Additional Information

1. Number of such securities purchased on the Exchange in the year to date (since ordinary resolution) (b) \_\_\_\_\_

2. % of issued share capital at time ordinary resolution passed acquired on the Exchange since date of resolution

( \_\_\_\_\_ (b) x 100 \_\_\_\_\_ )

\_\_\_\_\_ issued share capital \_\_\_\_\_ %

We hereby confirm that the purchases set out in A above which were made on the Exchange were made in accordance with the Rules Governing the Listing of Securities on the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited and that there have been no material changes to the particulars contained in the Explanatory Statement dated \_\_\_\_/\_\_\_\_/\_\_\_\_ which has been filed with the Exchange. We also confirm that any purchases set out in A above which were made on another stock exchange were made in accordance with the domestic rules applying to purchases made on that other stock exchange.

Yours faithfully,

Signed \_\_\_\_\_

Name:  
Director, Secretary or other duly  
authorised officer  
for and on behalf of

Name of Issuer

*Note: Please send a copy of this form by facsimile to Hong Kong Securities Clearing Company Limited on 2815-9353 (or such other number as may be prescribed from time to time) at the same time as the original is submitted to the Exchange.*

**Please mark "X" where appropriate in "N/A" box or "NIL" box**  
**Quarterly / Yearly Results announcement form**  
**年度業績公佈表**

*(Please read the Important Notes and Guidance Notes at the end of this Appendix before completing or filling in this form. If you are in any doubt about this form, you should consult the exchange or other professional adviser immediately.)*

*(填寫本表格前請先細讀「注意事項」及本附錄末的指引摘要。閣下若對本表格如有任何疑問，應諮詢交易所或其他專業顧問。)*

**From:** No. of pages: / 頁數:

(Name of Company/Representative Company) / (公司 / 代表公司的名稱)

(Responsible Official) / (負責職員) (Contact Tel. Number) / (聯絡電話) Date / 日期  
(dd/mm/yyyy)

Name of listed company  
(English Name):

上市公司名稱 (中文名稱):

Stock code / 股票代號:

Year end date / 年結日:  
(dd/mm/yyyy)

Please select appropriate result announcement form:

Please select appropriate currency:

**Please mark "X" where appropriate / 請在當位置填上 "X"**

Change of any figures reported in the Results Announcement Form submitted previously for the Last Corresponding Period? 之前就對上一個同期期間所呈交的業績公佈表所申報的數字有否改動?	Yes / 有	<input type="text"/>
	No / 沒有	<input type="text"/>

Auditors' report / 核數師報告:	Qualified / 保留意見	<input type="text"/>
	Modified / 修改意見	<input type="text"/>
	Unqualified / 無保留意見	<input type="text"/>
	N/A / 不適用	<input type="text"/>

Review of Quarterly Report by

季度報告如經審閱, 其審閱者為

**Important Note / 注意：**

This result announcement form only contains extracted information from and should be read in conjunction with the detailed results announcement of the issuer, which can be viewed on the GEM website at <http://www.hkgem.com>

此業績公佈表只載有發行人正式業績公佈的摘錄資料，應與詳細的業績公佈一併閱覽。創業板網頁（<http://www.hkgem.com>）載有正式的業績公佈。

	(* Un / Audited) (*已/未經審核) Current Period 本期間 (dd/mm/yyyy) from/ 由 to/至		(* Un / Audited) (*已/未經審核) Last Corresponding Period 對上一個同期期間 (dd/mm/yyyy) from/ 由 to/至	
	\$'000		\$'000	
Turnover 營業額	<input type="text"/>		<input type="text"/>	
Profit/(Loss) from Operations 營業盈利/(虧損)	<input type="text"/>		<input type="text"/>	
Finance cost 財務費用	<input type="text"/>		<input type="text"/>	
Share of Profit/(Loss) of Associates 應佔聯營公司之盈利/(虧損)	<input type="text"/>		<input type="text"/>	
Share of Profit/(Loss) of Jointly Controlled Entites 應佔共同控制個體之盈利/(虧損)	<input type="text"/>		<input type="text"/>	
Profit/(Loss) after Taxation & MI 扣除稅項及少數股東權益後之盈 利/(虧損)	<input type="text"/>		<input type="text"/>	
% Change Over the Last Period 相對上期之百分比增減	<input type="text"/>		<input type="text"/>	
EPS / (LPS) / 每股盈利/(每股虧損)	HKD 港元	<input type="text"/>	HKD 港元	<input type="text"/>
Diluted (in dollar) / 攤薄 (元)	HKD 港元	<input type="text"/>	HKD 港元	<input type="text"/>
Extraordinary (ETD) Gain/(Loss) 非經常性收益/(虧損)	<input type="text"/>		<input type="text"/>	

Profit (Loss) after ETD Items  
扣除非經常性項目後之盈利/(虧損)

Final Dividends / 末期股息

per Share

If not "NIL", please specify English  
inside the upper box & Chinese  
inside the lower box  
如非 "無", 請分別以英文填寫在上  
格之內及中文填寫在下格之內

(specify if with other options)  
(如有其他形式可供選擇, 請註明)

If not "N/A", please specify English  
inside the upper box & Chinese  
inside the lower box  
如非 "不適用", 請分別以英文填寫  
在上格之內及中文填寫在下格之  
內

B/C Dates for  
末期股息之截止過戶日期

Final Dividends / 末期股息

to / 至

bdi.

(dd/mm/yyyy)

(dd/mm/yyyy)

Payable Date  
股息應付日期

(dd/mm/yyyy)

B/C Dates for  
(-) 股東大會之截止過戶日期

(-) General Meeting / (-) 股東大會

to / 至

bdi.

(dd/mm/yyyy)

(dd/mm/yyyy)

Other Distribution for Current Period  
本期間之其他分派

If not "NIL", please specify English  
inside the upper box & Chinese  
inside the lower box  
如非 "無", 請分別以英文填寫在上  
格之內及中文填寫在下格之內

B/C Dates for Other Distribution  
其他分派之截止過戶日期

to / 至

bdi.

(dd/mm/yyyy)

\* Please delete as appropriate/刪去不  
適用者

(bdi: both days inclusive) / (包括首尾兩天)

Remarks / 備註 :

Please refer to the "Remarks" worksheet / 請參閱"備註"工作表

Signature :

Name :

Title :

簽署 :

姓名 :

職位 :

Please specify both in Eng. & Chi.

/ 請分別以中文及英文填寫

#### **Responsibility statement / 責任聲明**

The directors of the Company (the "Directors") as at the date hereof hereby collectively and individually accept full responsibility for the accuracy of the information contained in this results announcement form (the "Information") and confirm, having made all reasonable inquiries, that to the best of their knowledge and belief the Information are accurate and complete in all material respects and not misleading and that there are no other matters the omission of which would make the Information herein inaccurate or misleading. The Directors acknowledge that the Stock Exchange has no responsibility whatsoever with regard to the Information and undertake to indemnify the Exchange against all liability incurred and all losses suffered by the Exchange in connection with or relating to the Information.

本公司於本表格日期的董事（「董事」）謹共同及個別就本業績公佈表所載資料（「資料」）的準確性承擔全責，並在作出一切合理查詢後確認，就其深知與確信，該等資料在各重大方面均準確完備且沒有誤導成份，此外也沒有遺漏任何其他事項以致本表格的資料不準確或產生誤導。董事知道聯交所對有關資料概無任何責任，並承諾就聯交所因此等資料而產生的一切責任及蒙受的一切損失而對聯交所作出賠償。

#### **IMPORTANT NOTES / 注意事項:**

- (1) Before completing this form, please read the guidance notes accompanying it.
- (2) Please ensure accuracy when completing this form as information contained in this form will be released upon receipt.
- (3) Please ensure the consistency of information between what is provided in this form and the detailed results announcement submitted separately for publication on the GEM website.
- (4) This form must be submitted to the Exchange in an electronic format specified by the Exchange from time to time, together with a hard copy duly signed for and on behalf of the issuer.
- (5) All subsequent changes to the information provided in this form, in particular the book closing dates, must be notified to the GEM Listing Division by telephone followed by a written confirmation immediately.
- (6) Please note that all the information provided will be released by the Exchange without vetting or extraction.

- (1) 填寫本表格前，請先細讀隨附的指引摘要。
- (2) 聯交所收到本表格所載的資料後即予以發佈，故請小心填寫，確保資料正確。
- (3) 請確保此表格所載資料與另行呈交在創業板網頁上發佈的詳細業績公佈符合一致。
- (4) 此表格須以聯交所不時指定的電子格式呈交，並須連同經發行人代表正式簽署的表格印本一併呈交。
- (5) 若此表格所提供的資料（特別是暫停過戶的日期）後來有所更改，發行人必須立即致電通知創業板上市科，並隨後附上書面確認。
- (6) 請注意，發行人提供的所有資料將原樣發佈，聯交所概不審閱或加以摘錄。



## GUIDELINE NOTE / 指引摘要

### **THE FOLLOWING NOTES ARE INTENDED TO ASSIST YOU IN COMPLETING THE ATTACHED RESULTS ANNOUNCEMENT FORM.**

以下指引旨在協助發行人填報此業績公佈表。

- I) Banking companies (meaning banks, restricted licence banks and deposit taking companies as defined in the Banking Ordinance) should report interest income. Only turnover or interest income as appropriate will be reported on the Teletext system. Where appropriate, an analysis of turnover from continuing operations and discontinued operations should be provided (please also see Note V (4) below)
- II) Profit / (loss) from operations should be stated after interest income and other income, and before finance cost and share of profits and losses of associates and jointly controlled entities and before taxation and minority interests. Where appropriate, an analysis of profit/(loss) from continuing operations and discontinued operations should be provided. (please also see Notes V(5) and (6) below)
- III) Other Distribution includes all kinds of distributions other than the normal quarter/interim/final dividend.
- IV) Where the auditors' report is qualified or modified, please provide details of the qualification or modification in the results announcements.
- V) A description or an explanatory note is required to be provided for each of the following items, if applicable :
- (1) The listing date and the basis of presentation of results for companies issuing their first interim/final results after listed on the Exchange.
  - (2) The basis of presentation of results for companies having reorganized under a scheme of arrangement within the two periods presented.
  - (3) Change of financial year end date occurred within the two periods presented (please indicate the old and new year end dates).
  - (4) An analysis of turnover from continuing operations and discontinued operations.
  - (5) An analysis of profit/(loss) from continuing operations and discontinued operations.
  - (6) Details of any items before taxation of the current and/or prior period which are of such size, nature or incidence that their disclosure is relevant to explain the financial performance for the period should be disclosed separately in note form, divided into those arising from continuing operations and those from discontinued operations.
  - (7) The basis of calculation for basic EPS and diluted EPS of the current period (or an appropriate negative statement for diluted EPS).
  - (8) Elaboration of the extraordinary items (net of taxation) of the current period.
  - (9) Explanation for any change or adjustment of the last corresponding results.
  - (10) Terms of the bonus warrants, if any.
  - (11) The new subscription price of existing warrants (if adjusted) due to bonus issue of shares, if any.
  - (12) The Hong Kong time for the book closing dates record dates for issuers of secondary listing in Hong Kong.
  - (13) The amount of preference dividend distributed within the two periods presented, if applicable.

You may also include other remarks which you find appropriate.

- (一) 銀行公司（指《銀行業條例》所界定的銀行、有限牌照銀行及接受存款公司）應申報「利息收入」。聯交所的大利市系統只會呈報「營業額」或「利息收入」（按情況而定）。在適當的情況下，應提供來自持續經營之業務及已終止經營之業務的營業額分析（請同時參閱下文【附註五(4)】）。
- (二) 營運溢利／(虧損)應以計入利息收入及其他收入，但未計財務費用、應佔聯營公司及共同控制實體損益，以及未計稅項及少數股東權益之數呈列。若適當，應同時提供持續業務及已停止業務所得的溢利／(虧損)分析。（請同時參閱下文【附註五(5)及(6)】）。
- (三) 其他分派包括正常的季度/半年度/年終股息以外的各類分派。
- (四) 若核數師報告附有保留意見或曾被修改，請提供就有關業績公佈表內的保留意見或修改之詳情。
- (五) 發行人須就下列每項（如適用）加以說明或提供註釋：
- (1) （在聯交所上市後發佈首次中期 / 末期業績的公司）上市日期以及呈列業績的基準。
  - (2) （在所呈報的兩段期間內曾經重組的公司）呈列業績的基準。
  - (3) 在所呈報的兩段期間之內更改財政年度結算日（請列明新及舊的財政年度結算日）。
  - (4) 持續經營之業務及已終止經營之業務的營業額分析。
  - (5) 持續經營之業務及已終止經營之業務的溢利/（虧損）分析。
  - (6) 本期間或之前期間的除稅前項目（如披露其涉及之數額、性質及形成原因能有助解釋該期間的財務表現）詳情，並以附註形式分開披露是由持續經營之業務抑或已終止經營之業務所產生。
  - (8) 詳述本期間的非經常項目（已扣除稅項）。
  - (9) 闡釋對上一年同期業績的任何更改或調整。
  - (10) 紅利權證（如有）的條款。
  - (11) 派送紅股（如有）後既有權證的新認購價（如有調整）。
  - (12) 暫停過戶登記日期的香港時間。
  - (13) 所呈報的兩段期間之內曾經分派的優先股息金額（如適用）。

發行人如認為有需要，亦可提供其他備註。