**DOCUMENT CHECKLIST**

**CAPITAL REDUCTION / SHARE CONSOLIDATION / SHARE SUBDIVISION**

**(GEM)**

Name of Issuer :

Case Number :

Description of Transaction :

|  | **Documents to be submitted** | **GEM Rule1** | **Checklist Ref.** | **Submission Date** |
| --- | --- | --- | --- | --- |
|  | ***Before publication of the announcement:*** |  |  |  |
|  | A completed “Trading Arrangement Form”3 | 17.53B | CF093 |  |
|  | ***Before publication of the listing document:*** |  |  |  |
|  | *At least 10 clear business days prior to finalisation of the listing document:* |  |  |  |
|  | A formal application for listing in the form set out in Form B (published in Regulatory Forms) signed by a duly authorised officer of the issuer3 | 12.16, Regulatory Forms – Form B | FF201G |  |
|  | A proof of the listing document marked in the margin to indicate where compliance has been made with the relevant provisions of the GEM Listing Rules and/or Companies (Winding Up and Miscellaneous Provisions) Ordinance | 12.26B(1), 17.53(1)(a) | - |  |
|  | A completed checklist “Listing Document for Capitalisation Issue/ Bonus Issue of Warrants/ Exchange or Substitution of Securities” | 14.09 to 14.11 | CF017G |  |
|  | For PRC incorporated issuers:  - a completed checklist “Supplemental Information for Listing Document of PRC Issuer” | 14.10 | CF005G |  |
|  | Where the listing document contains a profit forecast:  - draft profit forecast memorandum with principal assumptions, accounting policies and calculation for the forecast | 12.26B(3) | - |  |
|  | ***On or before the date of issue of the listing document:*** |  |  |  |
|  | Every written undertaking from the listed issuer, its shareholders and/or other relevant parties to the Exchange referred to in the listing document | 12.26D(1) | - |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Documents to be submitted** | **GEM Rule1** | **Checklist Ref.** | **Submission Date** |
|  | ***By no later than 4:00 p.m. on the business day immediately preceding the commencement of dealings in the securities:*** |  |  |  |
|  | The completed company information sheet submitted in the electronic format for publication on the GEM website | 12.27(9), Regulatory Forms – Form G | FF003G |  |
|  | Any fee not previously paid | 12.27(8) | - |  |
|  | International Securities Identification Number (**“ISIN”**) for the new/ consolidated/ subdivided shares2, 3 | - | CF093 |  |

Note:-

1. Please refer to the applicable rule for full details of the documentary requirement where applicable.
2. ISIN is extensively used by international brokerage houses/ investors for settlement/ clearing as well as trading. Please contact corresponding numbering agency according to the issuer’s place of incorporation to obtain an ISIN for the new securities to be created as a result of the corporate action.
3. Please submit the Listing e-Form through the Exchange’s e-Submission System.