**DOCUMENT CHECKLIST**

**CAPITALISATION ISSUE (BONUS ISSUE / SCRIP DIVIDEND SCHEME)**

**(MAIN BOARD)**

Name of Issuer :

Case Number :

Description of Transaction :

|  | **Documents to be submitted** | **Rule1** | **Checklist Ref.** | **Submission Date** |
| --- | --- | --- | --- | --- |
|  | ***Before publication of the announcement:*** |  |  |  |
|  | Where securities of a class new to listing is to be issued:  – a completed checklist “Basic Qualifications for Listing of a New Class of Equity Securities” | Chapters 8, 15 and 16 and Appendix F1 | CF025M |  |
|  | ***At least 14 days before the proposed date of registration of the prospectus (where applicable):*** |  |  |  |
|  | Notice of the proposed date of registration of the prospectus | 9.22(1),  11A.09 | - |  |
|  | ***Before publication of the listing document:*** |  |  |  |
|  | *At least 10 clear business days before the expected date of finalisation of the listing document:* |  |  |  |
|  | A formal application for listing in the form set out in Form C1 (published in Regulatory Forms) signed by a duly authorised officer of the issuer3 | 9.18(1), Regulatory Forms – Form C1 | FFD001M |  |
|  | A proof of draft listing document marked in the margin to indicate where the relevant paragraphs from Chapter 11 and/or Appendix D1B/D1F and/or Companies (Winding Up and Miscellaneous Provisions) Ordinance have been met | 9.19(1), 13.52(1)(a) | - |  |
|  | A completed checklist “Listing Document for Capitalisation Issue/ Bonus Issue of Warrants/ Exchange or Substitution of Securities” | 11.06, 11.09 | CF017M |  |
|  | For PRC incorporated issuers:  - a completed checklist “Supplemental Information for Listing Document of PRC Issuer” | 11.08 | CF005M |  |
|  | For investment companies:  - a completed checklist “Supplemental Information for Listing Document of Investment Company” | 11.08 | CF028M |  |
|  | Where the listing document contains a profit forecast:  - draft profit forecast memorandum of the board with principal assumptions, accounting policies and calculation for the forecast | 9.19(3) | - |  |

|  | **Documents to be submitted** | **Rule1** | **Checklist Ref.** | **Submission Date** |
| --- | --- | --- | --- | --- |
|  | ***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 | 9.21(1) | - |  |
|  | *By no later than 11 a.m. on the intended date of authorisation for registration of the prospectus (where applicable):* |  |  |  |
|  | An application for authorisation for registration of the prospectus under section 38D(3) or section 342C(3) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (as the case may be) | 9.22(2)(a) | - |  |
|  | 2 copies of the prospectus, duly signed in accordance with section 38D(3) or section 342C(3) of the Companies (Winding Up and Miscellaneous Provisions) Ordinance (as the case may be) and having endorsed thereon or annexed thereto the documents required under the relevant section | 9.22(2)(b) | - |  |
|  | For every Chinese translation of the prospectus,  (a) a certificate issued by the translator certifying that the Chinese translation of the English version of the prospectus is true and accurate; and | 9.22(2)(c)(i) | - |  |
|  | (b) a certificate issued by the issuer certifying that the translator is competent to have given the certificate as to translations in respect of the prospectus documents | 9.22(2)(c)(ii) | - |  |
|  | Powers of attorney or other authority under which the prospectus is signed, together with a certified copy of each such power or authority | 9.22(2)(d) | - |  |
|  | ***By no later than 4:00 p.m. on the business day immediately preceding the commencement of dealings in the securities:*** |  |  |  |
|  | Any annual listing fee not previously paid | 9.23(6) | - |  |
|  | In the case of issuance of a class of securities new to listing, the International Securities Identification Number (**“ISIN”**) for the new class of securities2 | - | CF025M |  |

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 class of securities to be issued.
3. Please submit the Listing e-Form through the Exchange’s e-Submission System.