**Document Checklist**

**Change of Company Name/ Addition of Chinese Name**

**(MAIN BOARD AND GEM)**

Name of Issuer :

Case Number :

Description of Transaction :

|  | **Documents to be submitted** | **Rule**  | **Checklist Ref.** | **Submission Date** |
| --- | --- | --- | --- | --- |
|  | ***As soon as when the documents are available and before the new stock short name becoming effective* 1*:*** |  |  |  |
|  | A completed “Trading Arrangement Form”3 | - | CF093 |       |
|  | For Hong Kong incorporated listed issuers:- the Certificate of Change of Name issued by Company Registrar in Hong Kong | - | - |       |
|  | For overseas incorporated listed issuers: -(a) the Certificate of Incorporation (**“C.I”**) issued by Company Registrar in place of incorporation; | - | - |       |
|  | (b) the Certificate of Registration of Change of Corporate Name of non-Hong Kong Company issued by Company Registrar in Hong Kong; and | - | - |       |
|  |  (c) a legal opinion allowing the use of Chinese name if the Chinese name has not been registered in place of incorporation | - | - |       |
|  | Where exchange of share certificates is required:- new International Securities Identification Number (**“ISIN”**) for the issuer’s shares2, 3  | - | CF093 |       |

Notes:-

1. The Exchange will normally notify or confirm to the listed issuer of the changes to trading arrangements, including the new stock short name within three business days after the receipt of the required supporting materials of adoption of new company name.
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 a new ISIN for its shares. In case no exchange of share certificates is arranged, issuer is also required to update the corresponding numbering agency with its latest company name and inform the Exchange if new ISIN is obtained according to the decision/ operation procedure of the corresponding numbering agency.
3. Please submit the Listing e-Form through the Exchange’s e-Submission System.