

To : Clearing Operations – Operations Support & Security Administration  
30/F, One Exchange Square, 8 Connaught Place, Central, Hong Kong  
Email: [emft\\_RAPCC@hkex.com.hk](mailto:emft_RAPCC@hkex.com.hk) NGRM Hotline: (852) 2211-6828

From :

_____	_____
(Full Name of Participant)	HKSCC Participant ID
_____	_____
Name of Contact Person	Position
_____	_____
Email Address	Contact No

**Important Notes:**

1. Please refer [HKSCC Report Access Platform \(RAP\) Technical Guide](#) via HKEX website for technical details such as SSH keys standard and IP address requirement.
2. Please DO NOT attach Private Keys in the zip file Xnnnnn.zip to HKSCC for registration. Clearing Participants should keep their Private Keys confidential to prevent unauthorized usage.
3. Package public key files, fingerprint files and IP addresses (per steps 1, 2, 3) using zip utility according to the naming convention Xnnnnn.zip (where Xnnnnn is the Participant ID), together with the completed & duly signed Registration Form.
4. Clearing Participants must renew the public keys **every two years**. Please refer to the HKSCC RAP Technical Guide for key renewal procedure.
5. HKSCC RAP client workstations' IP addresses must be within the same subset (first 3 octets) of SDNet/2.

**I. New Registration**

We hereby request HKSCC to setup RAP User IDs (maximum 2) for retrieval of reports and data files according to the following procedures as prescribed by HKSCC.

**Please “✓” against each of the following steps to confirm completion.**

<input type="checkbox"/>	1. The Public Key files are saved with file name of <b>Xnnnnn001.pub</b> and <b>Xnnnnn002.pub</b> , where Xnnnnn is the Participant ID of our company
<input type="checkbox"/>	2. The Public Key Fingerprint files are saved with file name of <b>Xnnnnn001.fpt</b> and <b>Xnnnnn002.fpt</b>
<input type="checkbox"/>	3. The IP addresses of each HKSCC RAP client workstation are filled in the excel template and saved with file name of <b>Xnnnnn_IP address template.xls</b>
<input type="checkbox"/>	4. All files in steps 1, 2 and 3 are zipped into a zip folder name as <b>Xnnnnn.zip</b> ( <a href="#">sample zip file</a> )
<input type="checkbox"/>	5. The zip folder together with this duly signed form are submitted to HKEX at <a href="mailto:emft_RAPCC@hkex.com.hk">emft_RAPCC@hkex.com.hk</a> with email subject: <b>HKSCC RAP – Xnnnnn (New Registration)</b>

### II. Update registration details

Please "✓" where update is required.

RAP User ID	RAP client workstations	
	Public keys	IP addresses
<div> <div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div> <div>001</div> </div> <div>Participant ID</div>	<div> <input type="checkbox"/> </div> <div>(Xnnnnn001.pub)</div>	<div> <input type="checkbox"/> Workstation 1            From _____            Change to _____         </div> <div> <input type="checkbox"/> Workstation 2            From _____            Change to _____         </div>
<div> <div> <div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div> </div> <div>002</div> </div> <div>Participant ID</div>	<div> <input type="checkbox"/> </div> <div>(Xnnnnn002.pub)</div>	<div> <input type="checkbox"/> Workstation 1            From _____            Change to _____         </div> <div> <input type="checkbox"/> Workstation 2            From _____            Change to _____         </div>

The zip folder (if any) together with this duly signed form are submitted to HKSCC at [emft\\_RAPCC@hkex.com.hk](mailto:emft_RAPCC@hkex.com.hk) with email subject: **HKSCC RAP – Xnnnnn (Update Registration Details)**

Signed for and on behalf of the Participant:

_____ Authorized Signature(s) (with company chop, ONLY applicable if it forms part of your signing instruction)	_____ Name of signatory(ies)	_____ Date:
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For Office Use Only			
Verified by	Reviewed by	Updated by	Checked by