

STOCK DEPOSIT / WITHDRAWAL / TRANSFER GUIDE 股票提存及轉帳指引

▼ **CCASS Stock Deposit/Withdrawal 透過中央結算系統轉入/轉出股票**



Central Clearing and Settlement System (CCASS) Stock Deposit/Withdrawal
透過中央結算系統轉入/轉出股票

China International Securities Limited ("CIS") clients may deposit/withdraw stocks in the following ways:
 中國國際證券有限公司(「CIS」)客戶可通過以下方式存入/提取股票:

▶ **Stock Deposit/Withdrawal via Central Clearing and Settlement System (CCASS) 透過中央結算系統轉入/轉出股票：**

Estimated Processing Time - 1 to 2 working days
 預計處理時間 - 1 至 2 個工作日

Settlement of trading in Hong Kong Shares must be completed within the T*+2 period.
 在香港上市的股票買賣，其交收的日期採取 T*+2 天。

*T = Trade Date 交易日期

Clients should complete the **Settlement Instruction Form**, choosing either Settlement Instruction (SI) or Investor Settlement Instruction (ISI), and fax/email the form to (852) 2505 0874 or cs@ci-sec.com. Clients are always welcome to visit us during office hours to complete the form(s) in person.

客戶請填寫**交收結算指示表格**，填寫交收指示 (SI) 或投資者交收指示 (ISI) 部份，以傳真/電子郵件發送至 (852) 2505 0874 或 cs@ci-sec.com。我們亦歡迎客戶在辦公時間到我們的辦公室親自辦理。

- **SI** - CIS receives/delivers the stock(s) from/to designated bank or broker
 - CIS 透過銀行或其他證券行轉入/轉出股票
- **ISI** - CIS receives/delivers the stock(s) from/to CCASS investor account of the client
 - CIS 透過客戶在中央結算的個人投資者戶口轉入/轉出股票

Please choose the instruction type as **DELIVER/RECEIVE** stock on the form and fill in all relevant information.
 請在表格上需選擇指示類別 (**轉出/轉入**)，並填寫所有相關資訊。

All Settlement Instruction requests must be received before 12:00 noon for same day execution, otherwise the request shall be processed on the next working day. Upon receiving the signed form, we will contact the relevant bank, securities firm or client to verify and confirm the instruction. If we can not confirm the client instruction for whatever reason, the instruction will be delayed or cancelled.

本公司在中午十二時前收到的指示，會於當天安排辦理，逾時將順延至下一個工作日辦理。客戶遞交已簽署表格後，本公司將聯絡相關銀行、證券行或客戶以核對及確認指示。如未能成功確認指示，該有關指示會被順延或被取消。

▼ **Stock Transfer 股票轉帳**



Stock Transfer
股票轉帳

If clients hold multiple accounts with CIS, they may choose to transfer stock(s) between their respective accounts. Clients should complete a **Stock Transfer Form**, choosing either to transfer certain securities only, or transfer **all** securities and cash balances.

如客戶在 CIS 擁有多於一個帳戶，客戶可選舉於其各個帳戶之間把帳戶內的股票轉帳。
 客戶請填寫**股票轉帳表格**，並選擇只轉帳指定證券或轉帳**所有**證券及現金結餘。

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▼ **Physical Stock Deposit 存入實貨股票**



Physical Stock Deposit
存入實貨股票

A Deposit 存入:

Estimated Processing Time - at least 14 working days or more
預計處理時間 - 14個工作天或以上

When a client deposits physical stock with CIS, the client is required to sign as the transferor for physical stock deposit. Please DO NOT mail physical share certificates due to security issues.

當客戶在 CIS 存入實貨股票時，客戶需在股份轉讓書的轉讓人簽署位置上簽署，並將實貨股票交到本公司。因安全問題，請不要直接郵寄實貨股票。

After the client has delivered the physical stock, we will deposit it into CCASS and it will take at least 14 working days from the date of stock receipt. Clients can give selling orders only after CCASS and the registrar have verified the specimen signature for the shareholder and completed the share transfer successfully.

收到實物股票後，本公司需將股票存入中央結算系統，預計需要最少14個工作天處理，待中央結算及過戶處核對股東簽署及成功完成股份轉讓後，客戶方可進行賣出指示。

Physical stock registered in the name of the individual shall be deposited into the same name of the Individual Account opened with CIS. 存入的實貨股票的登記姓名必須與客戶在 CIS 開設的個人帳戶的姓名相同。

▼ **Physical Stock Withdrawal 提取實貨股票**



Physical Stock Withdrawal
提取實貨股票

B Withdrawal 提取:

Estimated Processing Time - at least 5 working days or more
預計處理時間 - 5個工作天或以上

Clients should complete the **Physical Stock Withdrawal Form** with signature, and send to us for further processing. Clients are welcome to visit us during office hours to complete the form in person. Withdrawal requests must be received before 12:00 noon for same day execution, otherwise the request shall be processed on the next working day.

客戶需填寫**實貨提取表格**，簽署後提交本公司處理，客戶亦可在辦公時間到我們的辦公室親自辦理。在中午十二時前收到的提取指示，會於當天安排辦理，逾時將順延至下一個工作天辦理。

CIS staff will notify client(s) when the share certificates are available for collection via phone/email. Please show your identity document upon collection of the physical scrip.

股票可領取時，CIS 員工會致電/電郵通知客戶。提取實貨時，客戶必須出示有效的身份證明文件正本。

Clients may also authorise a third party to collect the physical scrip on the clients' behalf. The authorised person must present an authorisation letter signed by the client(s) together with an original identification document of the authorised person.

如委託代表領取，須出示由客戶簽署的授權信及獲授權人的正本有效身份證明文件。

Handling charges are calculated based on the service charges schedule. CIS has the right to amend the service charges schedule from time to time. If in doubt, please contact our customer service representative at (852) 2505 0755 or visit us at 806, 8/F, K. Wah Centre, 191 Java Road, North Point, Hong Kong

費用將按 CIS 服務收費表收取，CIS 保留權利可在需要時更改收費。如有疑問，請隨時致電 (852) 2505 0755 與我們的客戶服務代表聯絡或親臨我們的辦公室位於香港北角渣華道191號嘉華中心8樓806室。