A. Account Opening

1. Individual and Joint Account

1.1 Account opening in person (Face to Face):

Visit one of one of the Premium Investment Services Centres of CSL to sign Account Opening Form(s). Supporting documents including (but not limited to) <u>certified true copy</u>* of Identity Card(s) or Passport(s), current 3-month residential address proof (such as utility bills or bank statement) are to be submitted together with the application.

1.2 Account opening by post:

Please send us the completed and signed Account Opening Form(s), <u>certified true copy</u>*of Identity Card(s) or Passport(s), current 3-month residential address proof (such as utility bills or bank statement) and a cheque bearing your signature(s) and with your name(s) pre-printed on it and the cheque must:

- 1. be drawn on your Hong Kong dollar bank account with a licensed bank in Hong Kong
- 2. show your account name which must be pre-printed on the cheque. This account name must be the same as your name on the Account Opening Form, your identity document/passport
- 3. be made payable to " Celestial Securities Limited" with an amount not less than HK\$10,000
- 4. bear the same signature with the Account Opening Form and
- 5. be encashed and cleared.

The amount will be credited into the client's trading account directly, and the trading account will only be activated until the cheque is cleared.

*certified true copies of the originals by a certified public accountant / lawyer / banker/ notary/ public in Financial Action Task Force (FATF) member/ comparable jurisdiction acceptable to us, or member of Hong Kong Institute of Chartered Secretaries within the last 6 months from the date of account application.

1.3 Account opening through Internet (EKYC):

Please submitted your information together with the supporting documents and activated the account after the completion of identity verification.

2. Corporate Account

Visit one of one of the Premium Investment Services Centres of CSL to sign Account Opening Form(s) together with the submission of the following supporting documents, including but not limited to:

<u>Certified True Copy</u>* of Business Registration Certificate by Solicitor or CPA (applicable for companies registered in Hong Kong)

<u>Certified True Copy</u>* of Certificate of Incorporation by Solicitor or CPA

Certified True Copy* of Memorandum & Articles of Association by Solicitor or CPA

Certified True Copy* of Register of Directors and Register of Secretaries by Solicitor or CPA

Certified True Copy* of Register of Members or ultimate principal beneficial owners by Solicitor or CPA

Minutes of Board of Directors' meeting / Resolution

Guarantee(s) of all director(s) as the individual guarantor of the account

Copy of Identity Card(s) or Passport(s) of

- o All Directors
- o All Authorized Persons

o Beneficial Owners owning or controlling 10% or more of the voting rights or shares Copy of current 3-month residential address proof of

o Beneficial Owners owning or controlling 10% or more of the voting rights or shares Trust Deed (applicable for Trust only)

Registered Address Proof

Business Address Proof (if the business address is different from the registered office address) Self-Certification Form

W-8BEN-E Form and post the original to our company

For locally incorporated company:

- 1. a company report from the Hong Kong Company Registry; or
- 2. a certified true copy of a company search report certified by a company registry or professional third party, which should have been issued within the last 6 months

For a company incorporated overseas:

- 1. a company report from the registry in the place of incorporation;
- 2. a certified true copy of a company search report certified by a company registry or professional third party, which should have been issued within the last 6 months;
- 3. a certificate of incumbency or equivalent issued by the company's registered agent in the place of incorporation; or
- 4. a certified true copy of a certificate of incumbency certified by a professional third party, which should have been issued within the last 6 months

*certified true copies of the originals by a certified public accountant / lawyer / banker/ notary/ public in Financial Action Task Force (FATF) member/ comparable jurisdiction acceptable to us, or member of Hong Kong Institute of Chartered Secretaries within the last 6 months from the date of account application.

B. Trading

1. Segregation of Accounts

- 1.1 The Electronic Account and Offline Account are totally segregated accounts. The cash balance and stock balance of the two accounts are maintained separately.
- 1.2 If the client wants to operate his/her portfolio maintained at the Offline Trading Account through The Electronic Trading Account, he/she must transfer the relevant cash or stock balance to the latter account before placing order.

2. Cash / Stock Balance

- 2.1 Sufficient Cash / Deposit Amount (see below for definition) should be deposited into the bank account of "Celestial Securities Limited" before placing a buy order.
- 2.2 Client is required to deposit all outstanding unsettled amounts on the Settlement Day which is to ensure sufficient fund is available in the account for settling the stocks purchased. Otherwise, CSL may force sell the unsettled stocks of such client.
- 2.3 If the Client deposits cheque into the bank account of "Celestial Securities Limited.", he/she can place buy order only if his/her cheque has been cleared.
- 2.4 If client cannot settle all outstanding unsettled amount as mentioned above, CSL will charge the client with a standard interest rate (currently fixed at prime rate + 6% p.a. which CSL reserves the right to amend the Terms & Conditions without prior notice) until all outstanding unsettled amount has been settled.
- 2.5 If client does not have sufficient CNY balance, client's HKD balance will be automatically converted into CNY should they have sufficient fund to do so. Accordingly, it will avoid unnecessary debit interest charged. The exchange rate will be subjected to change from time to time. Clients can call our customer services hotline at (852) 2663 8888 for the exchange rate. Clients should be aware that if there is default in settlement of a purchase or sale of listed CNY-denominated securities, clients may be liable to compensate us, for any losses caused by or arising from the default, such as any exchange losses suffered by us in settling the transaction.
- 2.6 Short selling is prohibited. Sufficient securities should be ready in client's Account before placing a sell order.

In case that insufficient amount of stock is being held at client's account, client is able to sell stocks upon CSL's approval and obligated to deposit the required stock amount before the settlement day.

3. Channels and Acknowledgement of Order Placement

- 3.1 Client can place order through various electronic means, including Internet, mobile phone, PDA, WAP phone and IVRS and other subsequent available electronic means added to our service list.
- 3.2 All client's order instruction will be acknowledged and confirmed by email and/or SMS.
- 3.3 All executed transaction placed via WAP phone will be replied by order acknowledgement and confirmation by email. It is recommended that all WAP user should subscribe mobile email services and register the email address with CSL. If client could not provide his/her email address, he/she should check the order status via the "Transaction Status" function of his/her WAP phone. "Transaction Status" shown on the WAP phone is updated on real-time basis. In addition, client can also check the order confirmation via the Internet with same user login name and password and from email.

C. Fund Deposit/ Withdrawal / Transfer

1. Fund Deposit

1.1 Deposit in HKD

Bank of China (Hong Kong)		
Bank Address:	Bank of China Tower, 1 Garden Road, Central, Hong Kong	
Swift Code:	ВКСННКНН	
Beneficiary:	Celestial Securities Limited	
Bank A/C No.:	012-875-0-030609-6	
Hang Seng Bank Limited		
Bank Address:	83 Des Voeux Road Central, Hong Kong	
Swift Code:	НАЅЕНКНН	
Beneficiary:	Celestial Securities Limited	
Bank A/C No.:	388-347080-001	
The Hong Kong and Shanghai Banking Corporation Limited		
Bank Address:	1 Queen's Road Central, Hong Kong	
Swift Code:	НЅВСНКННКН	
Beneficiary:	Celestial Securities Limited	
Bank A/C No.:	102-281367-001	

- Hong Kong clients can deposit funds from local banks to any of our bank accounts stated above, via Online Banking, ATM, cheque deposit machine or bank counter.
- Mainland Chinese and overseas clients can deposit funds to any of our bank accounts stated above, via Telegraphic Transfer (TT).

After a successful fund transfer, clients have to login to the online platform, select "Settlement" - "Fund Deposit", and upload the deposit slip/voucher*; OR send the deposit slip/voucher* to our Email at hotline@cfsg.com.hk from a registered Email address or send to (852) 5680 2988 via WhatsApp. Client's full English name and deposit trading account number should also be stated.

Important Notes:

- Valid proof such as deposit receipt, bank statement, screen-print, deposit receipt with cheque images, etc. as evidence by showing the information such as the payer name of the bank account and/or the payee's name, account number, transaction date, deposit amount and the reference number, etc. to verify the deposit is from client's own account. if the deposit slip/voucher cannot contain all information, for example, withdrawal bank account number is protected and displayed as ***, please upload the bank statement or bank deposit card as proof.
- Potentially the time required for crediting fund to the account(s) will be lengthened due to the control enhancement on verification process. In all circumstances, the Company shall not be liable to client for any interests, charges, expenses, claims, losses, costs and damages arising from rejected fund deposits and margin call taken by us due to the failure of depositing fund on a timely basis.

1.2 Deposit in USD

The Hong Kong and Shanghai Banking Corporation Limited		
Bank Address:	1 Queen's Road Central, Hong Kong	
Swift Code:	НЅВСНКННКН	
CHIPS UID No .:	075995	
Beneficiary:	Celestial Securities Limited	
Bank A/C No.:	500-613641-201	

- Hong Kong clients can deposit funds from local banks to any of our bank accounts stated above, via Online Banking, ATM, cheque deposit machine or bank counter.
- Mainland Chinese and overseas clients can deposit funds to any of our bank accounts stated above, via Telegraphic Transfer (TT).

After a successful fund transfer, clients have to login to the online platform, select "Settlement" - "Fund Deposit", and upload the deposit slip/voucher*; OR send the deposit slip/voucher* to our Email at hotline@cfsg.com.hk from a registered Email address or send to (852) 5680 2988 via WhatsApp. Client's full English name and deposit trading account number should also be stated.

Important Notes:

- Valid proof such as deposit receipt, bank statement, screen-print, deposit receipt with cheque images, etc. as evidence by showing the information such as the payer name of the bank account and/or the payee's name, account number, transaction date, deposit amount and the reference number, etc. to verify the deposit is from client's own account. if the deposit slip/voucher cannot contain all information, for example, withdrawal bank account number is protected and displayed as ***, please upload the bank statement or bank deposit card as proof.
- Potentially the time required for crediting fund to the account(s) will be lengthened due to the control enhancement on verification process. In all circumstances, the Company shall not be liable to client for any interests, charges, expenses, claims, losses, costs and damages arising from rejected fund deposits and margin call taken by us due to the failure of depositing fund on a timely basis.

1.3 Deposit in CNY

The Hong Kong and Shanghai Banking Corporation Limited		
Beneficiary:	Celestial Securities Limited	
Bank A/C No.:	102-281367-209	

After a successful fund transfer, clients have to login to the online platform, select "Settlement" - "Fund Deposit", and upload the deposit slip/voucher*; OR send the deposit slip/voucher* to our Email at hotline@cfsg.com.hk from a registered Email address or send to (852) 5680 2988 via WhatsApp. Client's full English name and deposit trading account number should also be stated.

Important Notes:

- Valid proof such as deposit receipt, bank statement, screen-print, deposit receipt with cheque images, etc. as evidence by showing the information such as the payer name of the bank account and/or the payee's name, account number, transaction date, deposit amount and the reference number, etc. to verify the deposit is from client's own account. if the deposit slip/voucher cannot contain all information, for example, withdrawal bank account number is protected and displayed as ***, please upload the bank statement or bank deposit card as proof.
- Potentially the time required for crediting fund to the account(s) will be lengthened due to the control enhancement on verification process. In all circumstances, the Company shall not be liable to client for any interests, charges, expenses, claims, losses, costs and damages arising from rejected fund deposits and margin call taken by us due to the failure of depositing fund on a timely basis.

2. Cash Withdrawal

2.1 Client is able to withdraw available fund by giving written and signed cash withdrawal instruction or fax to (852) 2820-0606. If the withdrawal instruction is submitted before 12:00 pm, CSL will process it within the day. Otherwise, the instruction will be executed by the following working day.

CSL will deposit cheque into the designated bank account provided by the client, alternatively client could choose other means of collection. In case of direct deposit, the designated bank account must be in the name of the client. Instructions to pay fund to bank accounts in name of third party and issue cheque payable to third

party will not be accepted.

- 2.2 After selling the physical scrip deposited into CSL, the sales proceed is not allowed to be withdrawn unless the physical scrip has been deposited into CSL for over 10 working days and is proved to be genuine by CCASS.
- 2.3 When client's account balance is less than \$100 with no stock deposit, CSL maintains the right to clear the account outstanding balance when client requests to make any withdrawal.
- 2.4 CNY withdrawal in cash is not accepted. Auto bank-in service is applicable for HKD only. The HKD auto bank in service will be stopped if there are insufficient funds to settle the CNY-denominated securities transactions. If clients would like to withdraw the remaining balance (HKD or CNY), clients could send their signed withdrawal instruction form to us by fax to (852) 2820 0606, email, post or in person to our head office and branches.

3. Cash Transfer

Client can freely transfer cash among the accounts in his / her name under the CASH Financial Services Group by giving written and signed cash transfer instruction or fax to (852) 2820-0606. Client's available cash balance will be updated within 2-3 hours automatically.

4. Confirmation

Client's Cash Deposit / Withdrawal / Transfer instruction will be acknowledged by daily and monthly statement.

5. Interest

1.1 Debit Interest

The account will be charged at prime rate +8%p.a. on the overdue amount.

1.2 Credit Interest

Client will receive interest on a minimum of HK\$50,000 / CNY\$50,000 credit balance with a standard interest rate set by CSL. Interest rate is subject to change from time to time at the sole discretion of CSL without prior notice.

D. Stock Deposit / Withdrawal / Transfer

1. Stock Deposit

1.1 Physical Scrip

Client is required to deposit physical scrip to CSL. A receipt regarding to the stock deposit will be issued immediately.

1.2 Settlement Instruction ("SI") Client can deposit stock through CCASS by giving written and signed SI or fax to (852) 2820-0606.

2. Stock Withdrawal

- 2.1 Physical Scrip
 - 2.1.1 Client can request to withdraw physical scrip by giving written and signed stock withdrawal instruction or fax to (852) 2820-0606.
 - 2.1.2 Client is required to collect the physical scrip at CSL in person within one month from the instruction date.
 - 2.1.3 If client does not collect the physical scrip within the designated period, the stock will be deposited back to CCASS.
 - 2.1.4 Client is required to pay the withdrawal fee again if client requests to withdraw that physical scrip.

2.2 Settlement Instruction ("SI")

Client can withdraw stock through CCASS by giving written and signed SI or fax to (852) 2820-0606.

3. Stock Transfer

Client can freely transfer stocks among the accounts in his / her name under the CASH Financial Services Group by giving written and signed stock transfer instruction or fax to (852) 2820-0606.

4. Confirmation

Client's Stock Deposit / Withdrawal / Transfer instruction will be acknowledged by daily and monthly statement.

E. Forced Sell-out

CSL may exercise the right to sell any of the securities of the client's portfolio in order to set off the entire debit balance and inform the client directly or via their A.E.

Please be noted that the above information is subject to change from time to time without prior notice. For the most updated version, please refer to our website at <u>www.cfsg.com.hk</u>