**附件2**

**China Central Depository & Clearing Co., Ltd.**

**Bond Services Guide**

**on China (Shanghai) Pilot Free Trade Zone**

**China Central Depository & Clearing Co., Ltd.**

**September, 2016**

# Chapter 1 General Provisions

## Article 1　The purpose of this guide is to standardize the services of bond issuance, registration, depository and settlement in the China (Shanghai) Pilot Free Trade Zone (hereinafter referred to as “SHFTZ” or “FTZ”).

## Article 2　This guide applies to market participants (such as bond issuers, underwriters and investors) engaged in issuance, registration, depository and settlement of FTZ bond. Any service not mentioned in this guide shall be handled in accordance with “*Opinions of the PBC on Financial Measures to Support the China (Shanghai) Pilot Free Trade Zone*” (Yin Fa [2013] No.11), as well as relevant rules of China Central Depository & Clearing Co., Ltd. (hereinafter referred to as “CCDC”).

# Chapter 2 Account Opening and Management

## Article 3　Eligible institutions with the following criteria may participate in the FTZ bond business:

## (1) Domestic institutions that have set up an approved FTZ Separate Accounting Unit;

## (2) Domestic or overseas institutions with a Free Trade Account (FTA);

## (3) Overseas institutions with a Non-Resident Account (NRA);

## (4) Other qualified overseas institutions.

## Domestic institutions mentioned above refer to developmental financial institutions, policy banks, deposit financial institutions, other banking institutions, securities companies, insurance companies, non-financial institutions and unincorporated products[[1]](#footnote-1), etc.

## Overseas institutions mentioned above refer to QFIIs, RQFIIs, clearing banks for RMB business in Hong Kong and Macao, cross-border RMB settlement participating banks and foreign central banks or monetary policy authorities, and other qualified overseas financial institutions as well as products issued thereof.

## Eligible domestic or overseas institutions which meet the criteria above may apply to open bond accounts and the FTZ Dedicated Sub-Accounts in CCDC. Once the accounts and sub-accounts are opened, for domestic institutions, they shall participate in FTZ bond business themselves; for overseas institutions, they could either participate in FTZ bond business themselves or entrust settlement agents or qualified international securities custodian institutions.

## Article 4　Eligible investors who meet the FTZ criteria above may apply for bond accounts opening at CCDC. Investors without CCDC accounts shall open their CCDC accounts with following documents for their FTZ bonds:

（1） Three original copies of the completed *CCDC Account Business Application Form*,(Annex 2-1);

（2）One original copy of the completed *Basic Information Sheet of Investor* (Annex 2-2);

（3）A photocopy with official seal of the Certificate for the opening of cross-border cash account (FTA) , Non-Resident Account (NRA), or a photocopy with official seal of the Certificate for the acceptance of Separate Accounting Unit;

（4） Signed *Client Service Agreement of China Central Depository﹠Clearing Co.,Ltd*, *CCDC CA Certificate Use Agreement* (applicable to unincorporated products) or *CCDC Electronic Encryption Device Management and Use Agreement* (applicable to corporate institutions) (texts of the Agreements listed above are published on http://www.chinabond.com.cn);

（5）Signed *Commitment Letter for Bond Settlement in China (Shanghai) Pilot Free Trade Zone* (Annex 2-3);

（6）Other documents required by CCDC.

Investors already have CCDC accounts shall submit the third, fifth, sixth documents mentioned above, and use their existing accountsfor FTZ bond.

Investors entrusting settlement agents for FTZ bond shall submit the *Settlement Agency Business Agreement* signed by both parties.

**Article 5**　CCDC opens FTZ bonds Dedicated Sub-Accounts for investors, which are used exclusively for the depository and settlement of FTZ bonds. Investors shall apply for the Dedicated Sub-Account according to *Instructions for the Dedicated Sub-Accounts in China (Shanghai) Pilot Free Trade Zone* (Annex 2-4).

**Article 6**CCDC opens FT cash settlement accounts for eligible investors who have opened FTZ bonds Dedicated Sub-Accounts, which are used exclusively for cash clearing and settlement of FTZ bond. Investor shall submit following documents for applying a cash settlement account:

(1) One original copy of the completed *Shanghai FTZ Cash Settlement Account Business Application Form*, (Annex 2-5);

(2) Signed *Agreement on Bond Trade DVP Settlement in FTZ* and *Agreement on Bond Settlement Account Used in FTZ;*

(3)Information of FTA or NRA opened at commercial banks in FTZ, or Certificate for the Acceptance of the Separate Accounting Unit;

(4) Other documents required by CCDC.

# Chapter 3 Bond Issue and Registration

**Article 7**CCDC supports FTZ bonds issues. Issuers shall sign the *Bond Issuance, Registration and Redemption Agency Service Agreement* with CCDC, and open issuance accounts in CCDC. Issuers shall submit documents as following no later than five business days prior to the initial issuance:

(1) Completed *CCDC Issuance Account Application Form*;

(2) A photocopy with official seal of the Business License of the issuer;

(3) A photocopy with official seal of the Organization Code Certificate of the issuer;

(4) A photocopy with official seal of Financial License, if the issuer is a financial institution;

(5) A copy of *Signature Specimen Card for Bond Issuance and Redemption* (Annex 3-1);

(6) Other documents required by CCDC.

**Article 8**　Issuers shall prepare FTZ bond issue as follows:

(1) Before issuance, issuers or lead underwriters shall request a bond code and abbreviation from CCDC by submitting *Bond Code and Bond Abbreviation* *Application Form* (Annex 3-2) through the CCDC Bond Information Self-Disclosure System.

(2) Issuers shall submit the issues announcement, the prospectus and other related public offering documents through the CCDC Bond Information Self-Disclosure System, which would be disclosed at <http://www.chinabond.com.cn.> Disclosure of private placement documents should comply with special regulations.

**Article 9**　CCDC supports FTZ bond issues by public bidding or book building.

**Article 10**CCDC shall register bonds as follows when issues completed:

(1) If the bidding (or book building) is completed in CCDC, issuers or lead underwriters shall sign the *Summary Statement of Bond Subscription and Payment* and the *Summary Statement of Bidding/Book Building* (the statements listed above are produced by CCDC Issuance System), and submit *Registration Elements Form for FTZ Bonds* (Annex 3-3) and the *Basic Information for ISIN Code Application* (Annex 3-4) through the Bond Information Self-disclosure System.

(2) If the bond is issued in other ways, issuers or lead underwriters shall submit the following documents for registration no later than 14:00 on the first issuing day, through the CCDC Bond Information Self-disclosure System: *Registration Elements Form for FTZ Bonds* (Annex 3-3); for ABS issuers, *Registration Elements Form for FTZ Asset-Backed Securities* (Annex 3-5); *Underwriting Quota Form for FTZ Bonds* (Annex 3-6); *Basic Information for ISIN Code Application* (Annex 3-4).

(3) CCDC creates bonds and registers subscribers and their shares according to the documents above.

# Chapter 4 Bond Distribution and Ownership Confirmation

**Article 11**　Bond distribution. During the distribution period specified in the issuing documentation, CCDC provides the distribution and settlement services for underwriters. When sell new bonds, the underwriters shall input the instruction named ‘bond distribution’ through the client terminal of the China Bond Integrated Business System. Once the distribution instruction is confirmed by the buyer, CCDC settles the distribution immediately by delivery versus payment (DVP).

If the distribution instruction fails to be input for some reasons such as system failure, underwriters may conduct contingency operations. Underwriters shall send the *Contingency Distribution Instruction Form* (Annex 4-1) signed by both parties to CCDC, according to which CCDC completes the distribution.

**Article 12**　Ownership confirmation. Issuers shall submit *Confirmation of Issuance Payment* (Annex 4-2) to CCDC, according to which CCDC confirms the ownership for investors.

After ownership confirmed, the new FTZ bonds will be credited to the FTZ Dedicated Sub-Accounts of investors.

# Chapter 5 Bond Listing, Trading and Settlement

**Article 13**CCDC provides listing services of FTZ bond, in accordance with the requirements of the regulators and trading venues in FTZ.

**Article 14**　CCDC disclosures FTZ bond information at http :// www. chinabond. com. cn.

FTZ bond information includes: full name and abbreviation of securities, securities code, amount of issuance, term, nominal annual interest rate, par value, currency, approach of interest calculation, interest payment frequency, issuing date, value date, date of ownership confirmation, listing termination date, maturity date, issuing price, bond rating, issuer rating, rating agency, information of options, information of redemption, information of floating interest rates and other information.

**Article 15**　When bonds begin to trade in secondary market, issuers shall disclose information at http://www. chinabond.com.cn in accordance with relevant rules. If any important change happens about FTZ bonds information, issuers shall inform CCDC as soon as possible.

**Article 16**　CCDC provides DVP settlement services for FTZ bonds according to the trading instructions confirmed by both parties. The both parties shall check that securities or cash are available until the end of the settlement date, otherwise the settlement fails.

**Article 17**　According to regulation rules, CCDC monitors the transaction and settlement of FTZ bonds and provide accounts information and statistical analysis of transaction and settlement of FTZ bonds to relevant regulators if necessary.

**Chapter 6 Interest, Principal, and Yield Payment**

**Article 18**　CCDC provides agency services of interest, principal and yield proceeds payment for FTZ bonds. Issuers shall transfer total amount of the payment to the FTA designated by CCDC no later than the appointed time according to the *Bond Issuance, Registration and Redemption Agency Service Agreement*.

**Article 19**On the payment day, CCDC will transfer the payment to the accounts designated ex-ante by investors no later than the end of the payment day, only if CCDC receives the payment fully and timely.

**Article 20**IfCCDC does not receive sufficient payment supposed to be paid by the FTZ bond issuer until the appointed time according to the *Bond Issuance, Registration and Redemption Agency Service Agreement,* CCDC will postpone the payment of interest, principal and yield proceeds, and report to the relevant regulators.

# Chapter 7 International Cooperation in FTZ

**Article 21**CCDC may cooperate withqualified (I)CSDs that complying with the regulation rules to provide FTZ bond services for the overseas investors.

**Article 22**Qualified (I)CSDs cooperating with CCDC shall, according to supervision rules, regularly provide CCDC their clients information that participate in FTZ bond business. The information shall include the investor names, nationalities, positions, etc.

# Chapter 8 Over-the-Counter Business in FTZ

**Article 23**UndertakingInstitutions complying with the FTZ management rules may provide FTZ over-the-counter (OTC) bond services for FTZ investors. CCDC is responsible for the centralized registration, depository and settlement of the OTC bond business in FTZ, while the undertaking institutions are responsible for secondary custody and settlement.

**Article 24**FTZ OTC businesses is conducted with reference to rules for domestic OTC business, including but not limited to *Regulations for Over-the-counter Market Management，Rules for Over-the-counter Bond Trading and Settlement*, *Specifications of Business Related to CCDC Government Savings Bonds (Electric)* and *Instructions for Over-the-counter Bond Trading Data Processing*.

**Chapter 9 Supplementary Articles**

**Article 25**The charging standard of FTZ bond services will be implemented according to *CCDC Business Charging Scheme* and *Supplementary Notice of CCDC Business Charging Scheme*.

**Article 26**　The interpretation of the Guide is vested in CCDC, and the Guide comes into effect since the date of publication.

### Annexes

**Annex 2-1 CCDC Account Business Application Form**

**Statement:** Our institution guarantees that there is no false information, misleading statements or major omissions in this application form, and assumes full legal responsibilities for its authenticity, accuracy, integrity and effectiveness.

**I. Applicants Information**

|  |  |
| --- | --- |
| Account Full Name |  |
| Account Short Name |  |
| Bond Account No. | (Not applied for new accounts) |

**II. Application Items**

|  |  |  |
| --- | --- | --- |
| □New Accounts Opening | □ Bond account opening  □ FTZ cash settlement account opening  □ SHFTZ Dedicated Sub-Account opening | |
| □Account Name Change  Designated Change Date | Account Full Name before Name Change |  |
| Reason for Name Change |  |
| Approval Document for Name Change from Regulatory Authority | Document Name:  Approval Time: Document No.: |
| □Agency Relationship Change  Designated Change Date | □Asset Custodian Change: from to .  □Asset Manager Change: from to . | |
| **Statement:** After agency relationship change, the unsettled contracts or other items in the account, if any, will be handled by . (must be filled in) | |
| □Clearing Information Change  Designated Change Date | □Information change of bank account used for receipt of interest and principal payment  □Information change of bank account used for fund remittance and automatic return at the end of the day | |
| □Change of Reserved Seals | □Change of legal person institution’s seal  □Change of asset manager’s seal  □Change of custodian’s seal | |

**III. Fund Clearing Information**

|  |  |
| --- | --- |
| **Bank account used for receipt of interest and principal payment** | |
| Bank Code of Account Opening Bank in the Payment System |  |
| Bank Name of Account Opening Bank in the Payment System |  |
| Fund Account No. |  |
| Fund Account Name |  |
| **Bank account used for fund remittance and automatic return at the end of the day** | |
| Bank Code of Account Opening Bank in the Payment System |  |
| Bank Name of Account Opening Bank in the Payment System |  |
| Fund Account No. |  |
| Fund Account Name |  |

**IV. Other Related Applications (for the new account)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Client Terminal Administrators  (At least two) | User Name | (Capitalized English and numbers, no longer than 10 characters) | | Name |  |
| ID Type |  | | ID No. |  |
| Phone |  | | Permission Type | □Bond □Cash |
| User Name | (Capitalized English and numbers, no longer than 10 characters) | | Name |  |
| ID Type |  | | ID No. |  |
| Phone |  | | Permission Type | □Bond □Cash |
| User Name | (Capitalized English and numbers, up to10 characters) | | Name |  |
| ID Type |  | | ID No. |  |
| Phone |  | | Permission Type | □Bond □Cash |
| User Name | (Capitalized English and numbers, up to 10 characters) | | Name |  |
| ID Type |  | | ID No. |  |
| Phone |  | | Permission Type | □Bond □Cash |
| CA Certificate | □Applied certificate in the name of the account itself | | | | |
| □Using the certificate of the custodian and the asset manager | | Bond custody agent grouping number | |  |
| Bond product agent grouping number | |  |
| Cash settlement agent grouping number | |
| Cash product agent grouping number | |
| Electronic Encryption Device | Applying for devices (capitalized) | | | | |

**V. Account Business Operator’s Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Affiliation/Department |  |
| Office Phone |  | Mobile Phone |  |
| Fax |  | E-mail |  |
| Address |  | Zip Code |  |

**VI. Reserved Seals**

|  |  |
| --- | --- |
| Official Seal of legal person institution (for legal person investor)  Signature (seal) of legal representative or authorized representative | Official Seal of department in charge |
| Official Seal of the asset manager (for unincorporated products)  Signature (seal) of legal representative or authorized representative | Official Seal of the custodian (for unincorporated products) |

*(Please stamp with official seal)*

**Annex 2-2 Basic Information Sheet of Investor**

**Basic Information Sheet of Investor (Legal Person Institution)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Institution’s Full Name** | |  | | **Institution’s Short Name** | | | |  |
| **Nationality or Region** | | Domestic institutions please fill “province-city-county” | | **Founding Date** | | | |  |
| **Registered Address** | |  | | **Registered Capital (currency)** | | | | Unit: ten thousand yuan |
| **Legal Representative or Person in Charge** | |  | | **Type of Ownership** | | | |  |
| **Business Scope** | |  | | | | | | |
| **Organization Code** | |  | | **Expiry Date of Organization Code Certificate** | | | | Month Day, Year |
| **Valid ID. Certificate Type** | | □Industrial and Commercial Business License  □Association Legal Person Registration Certificate  □Approval Document for the Establishment of Government Agency Legal Person  □Public Institution Legal Person Certificate  □Valid Overseas Business Registration Certificate  □ Others | | | | | | |
| **No. of Valid ID. Certificate** | |  | | | **Expiry Date of Valid ID. Certificate** | | □ Month Day, Year  □ Long-term validness | |
| **Financial Industry License Type** | | □Financial Business License □Securities Business License  □Fund Management Qualification Certificate  □Legal-person License for Insurance Company  □Legal-person License for Insurance Asset Management Company □Others | | | | | | |
| **Financial Industry License No.** | |  | | | **Expiry Date of Financial Industry License** | | □ Month Day, Year  □ Long-term validness | |
| **Institution Types**  **(mark √)** | | □ Banking Financial Institutions  □Developmental Financial Institution □Policy Bank  □State-controlled Commercial Banks □Joint-equity Bank  □Foreign Bank □Urban Commercial Banks □ Rural Commercial Banks  □Rural Cooperative Bank □ Village and Town Bank □Urban Credit Cooperative  □Rural Credit Cooperative □Bank Branch □Trust Company  □Financial Leasing Company □Finance Company  □ Asset Management Company □ Others  □ Financial Institutions in Securities Industry  □ Securities Company □ Fund Company □Futures Brokers □Others  □Financial Institutions in Insurance Industry  □Insurance Company □Insurance Asset Management Company □Insurance Brokers □Others  □ Non-financial Institutions  □Association Legal Person □ Government Agency Legal Person □ Industrial and Commercial Company □Public Institution Legal Person □Others  □ Overseas Institutions  □ International Organizations □Foreign Central Bank □ RMB Clearing Bank □Overseas Participating Bank  □Overseas Insurance Company □ QFII □ RQFII □Others | | | | | | |
| **Name of the Parent Company** | | *(Applicable to subsidiaries)* | | | **Parent Company Organization Code** | | *(Applicable to subsidiaries)* | |
| **Name of the Controlling Company** | | *(Applicable to branches)* | | | **Controlling Company Organization Code** | | *(Applicable to branches)* | |
| **Name of the Largest Shareholder** | |  | | | **Stake of the Largest Shareholder (%)** | |  | |
| **Name of the Second Largest Shareholder** | |  | | | **Stake of the Second Largest Shareholder (%)** | |  | |
| **Name of the Third Largest Shareholder** | |  | | | **Stake of the Third Largest Shareholder (%)** | |  | |
| **I. Senior Executive in Charge of Bond Business and the Contact Thereof** | | | | | | | | |
| Name |  | | Post | | |  | | |
| Office Phone |  | | Fax | | |  | | |
| Address |  | | Zip Code | | |  | | |
| **II. Heads of Bond Business Departments and the Contacts Thereof (should include investment management, liquidity management, bond trading, custody and settlement, and risk management departments)** | | | | | | | | |
| Department Name |  | | Responsibilities | | |  | | |
| Person in Charge |  | | Office Phone | | |  | | |
| Mobile Phone |  | | E-mail | | |  | | |
| Department Name |  | | Responsibilities | | |  | | |
| Person in Charge |  | | Office Phone | | |  | | |
| Mobile Phone |  | | E-mail | | |  | | |
| Department Name |  | | Responsibilities | | |  | | |
| Person in Charge |  | | Office Phone | | |  | | |
| Mobile Phone |  | | E-mail | | |  | | |
| **III. Bond Business Contacts and Contact Information (should include issuing and underwriting, secondary market trading, custody and settlement, risk management, technical support and payment management;** **please fill in according to the internal division of labor, at least one contact for each business)** | | | | | | | | |
| Name |  | | Responsibilities | | |  | | |
| Department |  | | Post | | |  | | |
| Office Phone |  | | Mobile Phone | | |  | | |
| Fax |  | | E-mail | | |  | | |
| Name |  | | Responsibilities | | |  | | |
| Department |  | | Post | | |  | | |
| Office Phone |  | | Mobile Phone | | |  | | |
| Fax |  | | E-mail | | |  | | |
| Name |  | | Responsibilities | | |  | | |
| Department |  | | Post | | |  | | |
| Office Phone |  | | Mobile Phone | | |  | | |
| Fax |  | | E-mail | | |  | | |
| Name |  | | Responsibilities | | |  | | |
| Department |  | | Post | | |  | | |
| Office Phone |  | | Mobile Phone | | |  | | |
| Fax |  | | E-mail | | |  | | |
| Name |  | | Responsibilities | | |  | | |
| Department |  | | Post | | |  | | |
| Office Phone |  | | Mobile Phone | | |  | | |
| Fax |  | | E-mail | | |  | | |
| Name |  | | Responsibilities | | |  | | |
| Department |  | | Post | | |  | | |
| Office Phone |  | | Mobile Phone | | |  | | |
| Fax |  | | E-mail | | |  | | |
| Address for Sending Invoice |  | | Zip Code | | |  | | |

Note: You may fill in the sheet according to the internal division of labor, and extra rows can be added if necessary. **If there are changes of information in the sheet, please apply to CCDC within ten business days to update information.**

*(Please stamp with product investment/asset manager’s company seal and product custodian’s department seal)*

**Basic Information Sheet of Investor (for unincorporated products)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product Full Name** |  | **Product Short Name** |  |
| **Nationality or Place** | *For domestic products, please fill “province-city”* | **Approval (Registration) Document No. Issued by Regulators** |  |
| **Product Offering Size or Ceiling** | *(Please specify currency)* | **Product Offering Method** | □Public Offering  □Private Offering □Others |
| **Product Establishment Date** | Month Day, Year | **Product Expiry Date** | □Month Day, Year  □Non-fixed date |
| **Investment Scope** |  | | |
| **Full Name of Investment/Asset Manager** |  | **Organization Code of Investment/Asset Manager** |  |
| **Person in Charge of Investment Management** |  | **ID. No. of person in Charge of Investment Management** |  |
| **Full Name of the Custodian** |  | **Organization Code of the Custodian** |  |
| **Product Type**  **(mark √)** | □Securities Investment Fund □Enterprise Annuity □Insurance Product  □Trust Product □Social Security Fund □Bank Wealth Management Product  □Securities Company Asset Management Plan  □Asset Management Portfolio for specific customers of fund company  □Insurance Asset Management Plan □RQFII □QFII  □Others | | |
| **Full Name of** **Enterprise Annuity Trustee** | *(Applicable to enterprise annuity)* | **Organization Code of Enterprise Annuity Trustee** | *(Applicable to enterprise annuity)* |
| **Name of** **Enterprise Annuity Account Manager** | *(Applicable to enterprise annuity)* | **Organization Code of Enterprise Annuity Account Manager** | *(Applicable to enterprise annuity)* |
| **Name of the Largest Trustor** | *(Applicable to private placement product)* | **Share of the Largest Trustor（%）** | *(Applicable to private placement product)* |
| **Name of the Second Largest Trustor** | *(Applicable to private placement product)* | **Share of the Second Largest Trustor（%）** | *(Applicable to private placement product)* |
| **Name of the Third Largest Trustor** | *(Applicable to private placement product)* | **Share of the Third Largest Trustor（%）** | *(Applicable to private placement product)* |
| **Bond Business Contacts and Contact Information (should include issuing and underwriting, secondary market trading, custody and settlement, risk management, technical support and payment management. Please fill in according to the internal division of labor, at least one contact for each business.)** | | | |
| Name |  | Responsibilities |  |
| Department Name |  | Post |  |
| Office Phone |  | Mobile Phone |  |
| Fax |  | E-mail |  |
| Name |  | Responsibilities |  |
| Department Name |  | Post |  |
| Office Phone |  | Mobile Phone |  |
| Fax |  | E-mail |  |
| Name |  | Responsibilities |  |
| Department Name |  | Post |  |
| Office Phone |  | Mobile Phone |  |
| Fax |  | E-mail |  |
| Name |  | Responsibilities |  |
| Department Name |  | Post |  |
| Office Phone |  | Mobile Phone |  |
| Fax |  | E-mail |  |
| Name |  | Responsibilities |  |
| Department Name |  | Post |  |
| Office Phone |  | Mobile Phone |  |
| Fax |  | E-mail |  |
| Name |  | Responsibilities |  |
| Department Name |  | Post |  |
| Office Phone |  | Mobile Phone |  |
| Fax |  | E-mail |  |
| Address for Sending Invoice |  | Zip Code |  |

Note: You may fill in the sheet according to the internal division of labor, and extra rows can be added if necessary. **If there are changes of information in the sheet, please apply to CCDC within ten business days to update information.**

### Annex 2-3

**Commitment Letter for Bond Settlement**

**in China (Shanghai) Pilot Free Trade Zone**

Undertaker:

Domicile:

To: China Central Depository & Clearing Co., Ltd.

We now entrust your company to open a bond account and qualification for us to participate in bond settlement in the China (Shanghai) Pilot Free Trade Zone (hereinafter referred to as FTZ). This commitment is as follows:

1. We comply with the requirements of FTZ investor appropriateness management, abide by all applied laws, related regulations of your company and FTZ as well as any binding agreement and other documents, and assume the legal responsibilities that may occur accordingly.

2. We accept the FTZ bond settlement service provided by your company when handling the business, including but not limited to the following: securities registration, securities depository, accounting management, trading and settlement, payment, yield distribution, disclosure, etc.

3. Within the validity period of this confirmation letter, we entrust your company to:

○ Manage FTZ bonds in the Dedicated Sub-Accounts in our bond account in accordance with relevant settlement instructions sent by us or contract notes confirmed by FTZ trading platform;

○ Manage FTZ bonds in the Dedicated Sub-Accounts in our bond account in accordance with relevant settlement instructions sent by our settlement agency

or contract notes confirmed by the FTZ trading platform. Instructions concerning our Dedicated Sub- Accounts from the settlement agency are all valid instructions from us, and we have no dissent about the above instructions.

**4.** Rights and obligations between our settlement agency and us are restricted by the agreements signed by both parties; you shall not be responsible for forcing, judging, supervising or reviewing the fulfillment of related duties by our settlement agency.

**5.** As for any matter not addressed in this Commitment Letter, we undertake to abide by the covenants set out in relevant agreements signed with your company and business rules, which have been established/amended or to be established/amended/published by your company timely in the future. Your and our company’s rights and obligations shall be bound by this Commitment Letter and concrete agreements signed by both parties.

**6.** We hereby clearly understand and agree that, this Commitment Letter and relevant agreements signed with your company shall be drafted in Chinese; and the signing, execution, validation and interpretation of this Commitment Letter and the aforesaid relevant agreements shall be based on the Chinese versions. Your company may provide English versions of this Commitment Letter and the aforesaid relevant agreements to us for reference only upon our request, but the Chinese version shall prevail where there is any conflict or inconsistency between the English version and the Chinese version.

**7.** This commitment letter shall be effective from the date it is signed and sealed by our legal or authorized representative, to the date we cease to handle the business. The termination of this commitment letter shall not eliminate the legal consequences caused by business prior to the date of termination.

**8.** The commitment letter is made in duplicate, one copy for each party; both copies are equally valid.

*（Signing bar follows）*

(Signing bar, the remainder of this page intentionally left blank)

Undertaker:

Domicile:

Legal or authorized representative (signature and seal):

Official seal:

Business seal of settlement agency (if any):

Date:

### Annex 2-4

**Instructions for the Dedicated Sub-Accounts in the China (Shanghai) Pilot Free Trade Zone**

**1.** General Provisions

**1.1** The Dedicated Sub-Accounts in the China (Shanghai) Pilot Free Trade Zone (hereinafter referred to as “SHFTZ” or “FTZ”) is a special account opened by China Central Depository & Clearing Co., Ltd. (hereinafter referred to as “CCDC”) according to the investor’s application. It is exclusively used to provide bond issuance, distribution, registration, depository and settlement services for investors in FTZ.

**2.** Opening Application

**2.1** The investor shall submit to CCDC *Application for the Dedicated Sub-Accounts for FTZ Bond Settlement* (Annex). For a unincorporated products, if there is a custodian bank, the application shall be conducted by the bank; otherwise the application shall be submitted by the manager.

**2.2** After CCDC receives the investor’s application, and ensures that the related preparation is completed, CCDC shall consult with the investor to determine the date of enabling the function of sub-account management, and implement the management on the date and creates the Dedicated Sub-Accounts for FTZ bonds for the investor.

**2.3** For the convenience of identification, CCDC allocates new bond accounts to investors that have opened the Dedicated Sub-Accounts of FTZ bonds; to keep the accounting data records consistent in the bond accounts, the original bond account descends automatically into the first sub-account.

After the original bond account becomes the first sub-account, all the financial data from the original bond account are transferred to this sub-account, and all the unsettled bond business is also handled through this sub-account.

**2.4** The Dedicated Sub-Accounts of FTZ bonds become effective on the next business day after opening.

**2.5** CCDC issues *Notification of Opening Dedicated Sub-Accounts for FTZ Bonds and Notification of Bond Account Change*.

**3.** Accounting Management

**3.1** After the Sub-Accounts is opened, the accounting records and calculation of the bond account are divided into two layers: the first is detailed data, which is recorded in each sub-account; the second is summarized data, which is recorded in the bond account.

**3.2** The allocation of subjects in the sub-accounts of FTZ bond are consistent with the bond account, which include “usable”, “outstanding”, “pledge to be repurchased”, “pledged” and “frozen”.

**4.** Accounting Inquiry

**4.1** Investors may inquire accounting details in the Dedicated Sub-Accounts and summarized data in the bond account through the client terminal of the China Bond Integrated Business System.

**4.2** The contents for accounting inquiry include: summary statement of bond account, details statement of bond account, ledger inquiry, etc.

**5.** Bond Distribution, Ownership Confirmation and Settlement

**5.1** Bidding in the issuance system, registration of amount underwritten, bond distribution, ownership confirmation of FTZ bonds are handled through the first sub-account. After the ownership is confirmed, FTZ bonds are transferred to Dedicated Sub-Accounts.

**5.2** FTZ bond trading and settlement conducted on the FTZ trading platform shall be handled through the Dedicated Sub-Accounts.

**6.** Principal and Interest Payment

**6.1** When the principal and interest of FTZ bonds shall be paid, CCDC calculates the sum of principal and interest and transfers the cash according to the respective bond accounts of investors.

**6.2** When the principal is paid promptly or in advance, the accounting data shall be recorded in sub-accounts.

Annex: Application for the Dedicated Sub-Accounts for FTZ Bond Settlement

Annex

**Application for the Dedicated Sub-Accounts for FTZ Bond Settlement**

China Central Depository & Clearing Co., Ltd.,

Our institution has opened a bond account in your company, and the account is valid. We hereby apply for a Dedicated Sub-Account under our bond account, exclusively used for FTZ bond settlement. Please make the arrangement accordingly.

|  |  |
| --- | --- |
| Applicant Name |  |
| Applicant Securities account Name in CCDC |  |
| Applicant Securities account No. in CCDC |  |
| Contact Person |  |
| Contact Tel. |  |
| **Reserved Seals** | |
| Seal of department in charge:  Date: | Business seal of applicant agency (custodian bank or manager) (if any)  Date: |

### Annex 2-5

**Shanghai FTZ Fund Account Business Application Form**

**Statement:** Our institution guarantees that there are no false recording, misleading statements or major omissions in this application form, and assumes full legal responsibilities for its authenticity, accuracy, integrity and effectiveness. We knows and understands that this account is the settlement account in local and foreign currencies with uniform rules, and entrusts CCDC to automatically implement cash settlement in relevant currencies that are consistent with those of FTZ bonds.

**I. Applicant Information**

|  |  |
| --- | --- |
| Account Full Name |  |
| Account Short Name |  |
| Bond Account No. | (Not applied for new accounts) |

**II. Application Items**

|  |  |  |
| --- | --- | --- |
| □New Account Opening | □ FTZ cash settlement account opening | |
| Currency | □ RMB □ Others (Please tick both) | |
| □Account Name Change  Designated Change Date | Account Full Name before Name Change |  |
| Reason for Name Change |  |
| □Clearing Information Change  Designated Change Date | □ Information change of commercial bank FT Account or NRA Account used for receipt of interest and principal payment  □ Information change of FT account or NRA Account used for settlement fund remittance | |
| □Change of Reserved Seals | □Change of official unit seal  □Change of authorized signatory’s seal | |

**III. Fund Clearing Information**

|  |  |
| --- | --- |
| **FT Account or NRA Account Used for Receipt of Interest and Principal Payment** | |
| Bank Code of Account Opening Bank in the Payment System |  |
| Bank Name of Account Opening Bank in the Payment System |  |
| Fund Account No. |  |
| Fund Account Name |  |
| **FT Account or NRA Account Used for Settlement Fund Remittance** | |
| Bank Code of Account Opening Bank in the Payment System |  |
| Bank Name of Account Opening Bank in the Payment System |  |
| Fund Account No. |  |
| Fund Account Name |  |

**IV. Account Business Operator’s Information**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Affiliation/Department |  |
| Office Phone |  | Mobile Phone |  |
| Fax |  | E-mail |  |
| Address |  | Zip Code |  |

**V. Reserved Seals**

|  |
| --- |
| Seal of legal person institution (for legal person investor)  Signature (seal) of legal representative or authorized representative |

### Annex 3-1 Signature Specimen Card for Bond Issuance and Redemption

Signature Specimen Card for Bond Issuance and Redemption

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Basic Information of Issuer** | | | | | | | | |
| Issuer Full Name | |  | | | | | | |
| Organization Code License No. | |  | | | | | | |
| Mail Address | |  | | | | Zip Code | |  |
| Registered Address | |  | | | | Zip Code | |  |
| Registered Capital | |  | | | | | | |
| **Contact Information** | | | | | | | | |
| Issuance Contact | Department | | Phone | | Mobile Phone | | Fax | |
|  |  | |  | |  | |  | |
|  |  | |  | |  | |  | |
| Payment Contact | Department | | Phone | | Mobile Phone | | Fax | |
|  |  | |  | |  | |  | |
|  |  | |  | |  | |  | |
| **Reserved Seals** | | | | | | | | |
| Official Seal of Company:  (Signature or Seal) | | | | Seal of Operating Department:    **Date:** | | | | |

Notes: 1. Please fill in the form with a pen or a roller pen, or print the form after filling in it. 2. The seals shall be clear and regular; the signature shall be clear and easy to identify. 3. Should there be change of reserved seals , all the information shall be refilled and submitted timely. 4. The form is made in duplicate, one for submission and the other for saving. **5. CCDC will mail invoices of service fees for issuance registration and principal&interest payment according to the above contact information. Should there be any change of contact information, please inform CCDC to update.**

**Annex 3-2 Application for Bond Code and Bond Abbreviation**

Full name of the bond:

|  |  |
| --- | --- |
| Issuer Full Name |  |
| Lead Underwriter |  |
| Approval or Registration No. |  |
| Contact Person of Issuer | Name： Tel No:  Mobile Phone No: |
| Contact Person of Lead Underwriter | Name： Tel No:  Mobile Phone No: |
| Note |  |

the Applicant Institution(Official Seal)

Date:

**Annex 3-3 Registration Elements Form for FTZ Bonds**

**Important:** 1. Items in bold fonts shall be given extra attention.2.The issuer or the lead underwriter shall fill in elements in accordance with the actual issuance, and ensure that all information is true, accurate, complete and agrees with that in the issuance announcement or the prospectus. 3. Please mark “√” in □ for single or multiple choice(s). 4. For items with no data available, please leave it blank.

I. Basic Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. Name of the Approval Document: | | 2. Approval No.: | | |
| 3. Full Name of Bond: | | | | |
| 4. Full Name of the Lead Underwriter: | | | | |
| 5. Term： | | **6. Term Unit：**□Year □Month □Day (select one) | | |
| 7. Planned Issuance Amount: (10,000 yuan) | | 8. Actual Issuance Amount: (10,000 yuan) | | |
| 9. Value Date： | | **10. Maturity Date:** | | |
| 11. Commencement Date for Issuance: | | 12. Closing Date for Issuance: | | |
| 13. Commencement Date for Distribution: | | 14. Closing Date for Distribution： | | |
| 15. Announcement Date: | | 16. Underwriting Payment Date: | | |
| 17. Issuance Price: yuan/ 100 yuan par value | | | | |
| 18. Currency: □RMB □USD □EUR □Others\_\_\_\_\_\_\_ | | | | |
| 19. Short Name of the Rating Agency: | 20. Credit Rating of Bond: | | | 21. Credit Rating of the Issuer: |
| 22. Guarantee (multiple choices are allowed)：□Guarantee or warranty□ Pledge □Mortgage □Others\_\_\_\_\_\_ | | | | |
| 23. Full Name of the Guarantor(Guarantee or warranty): | | | | |
| 24. Short Name of the Guarantor’s Rating Agency: | | | 25. Credit Rating of the Guarantor: | |
| **26. Approach of Interest Calculation** (select one)**:**  **□Discount □Zero coupon □Payable at maturity □Coupon-bearing fixed rate □Coupon-bearing floating rate □None** | | | | |

II. Information on Interest Rate and Interest-bearing Days(for Bonds with Interest Payable at Maturity and Coupon-bearing Bonds)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 27. Coupon Rate at Issuance: % | | | | | |
| 28. Interest-bearing Days for the Year | □365 days | Interest-bearing days in a leap year | □365 days | Does Feb. 29 bear interest? | □Yes |
| □No |
| □366 days | | |
| □360 days | Interest-bearing days in a month | □30 days | | |
| □Actual number of days | | |

III. Information for Coupon-bearing Bonds (for Coupon-bearing Bonds)

|  |  |
| --- | --- |
| 29. **Interest Payment Date:**  Note: | 30. **Interest Payment Frequency:** every month(s) Note: |
| 31. Method of Interest Distribution：□Even distribution □Distribution based on actual number of days | |

IV. Information for Coupon-bearing Floating Rate Bonds (for Coupon-bearing Floating Rate Bonds)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 32. Initial Benchmark Interest Rate: % | | 33. Type of Benchmark Interest Rate: | | | 34. Interest Spread at Issuance: % |
| 35. Interest Rate Cap: □Yes, %; □No Note: | | | | 36. Interest Rate floor: □Yes， %；□No  Note: | |
| 37.Effective Rule of **Benchmark Interest Rate** | □Effective after interest payment | | **Period of Effectiveness:** □the interest-bearing period □the interest-bearing year | | |
| □Effective in the current period | | | | |
| □Effective on specific conditions | | **Conditions for Effectiveness:**  □Effective in fixed time after the benchmark interest rate changes  □Effective benchmark interest rate of a specific day before interest payment | | |

V. Information of Cum Rights (for Bonds with Cum Rights)

|  |  |
| --- | --- |
| Rights (Multiple choices are allowed) |  |
| 38. □Call Option for Issuer | 39. Option Announcement Date: \_\_\_\_\_\_(the\_\_interest-bearing period)  Note: |
| 40. Call Price: \_\_\_\_ yuan/ 100 yuan par value |
| 41. Call Option Execution Date:\_\_\_\_\_\_ (the \_\_ interest-bearing period) |
| 42. If the issuer does not execute the option, the interest rate or interest spread of the bonds in the next years will be: \_\_\_%  Note: |
| **43. □Sell-back Option for Investor** | 44. Sell-back Registration Period and Sell-back Execution Date: \_\_\_\_\_  The First Time: from \_\_\_\_(date) to \_\_\_\_(date);\_\_\_\_\_ (the \_\_\_ interest-bearing period)  Put Price: \_\_\_ yuan/ 100 yuan par value;  Note:  (extendable) |
| 1. Conditions for Executing the Option：□No   □Yes( Specify these conditions:\_\_\_) |
| 46. □Option for the issuer to adjust the coupon rate: \_\_\_\_\_(announcement time and interest rate adjustment details) | |
| 47. □Option for the issuer to merge bonds:\_\_\_\_\_\_(name and code of the merged bond, and the merging date) | |
| 48. □Option for the investor to swap bonds: \_\_\_\_\_\_(name and code of the swapped bonds, and the swap date) | |
| 49. □Option for the issuer/ investor to defer payment:\_\_\_\_\_( deferred period and interest rate after deferment) | |
| 50. □Option for the investor to directionally assign bonds: \_\_\_\_\_(name of the assignee, bond account of the assignee, assignment price, assignment application registration period and assignment settlement date) | |
| 51. □Other options: | |

VI. Issuer Principal Repayment Plan (for bonds with Principal Repayment Plan)

|  |
| --- |
| 52. Advanced Principal Repayment Plan :  The 1st time: \_\_\_\_\_\_(date) (the \_\_\_\_ interest-bearing period). This repayment accounts for % of the total issuing amount, or this repayment amounts to\_\_\_\_ (10,000 yuan);  (extendable) |

VII. Collective Bonds (for collective bonds)

Please make a list of each issuer’s full name, issuance amount, credit rating and other necessary information.

VIII. Other Information (if any)

### IX. Confirmation

|  |
| --- |
| It is hereby declared and confirmed that all the information above is true and valid. Please register the bonds based on such information.Contact person of Issuer: Mobile Phone:Contact person of Lead Underwriter: Mobile Phone:Full name of the issuer: (official seal)Submitting time: (\_\_\_\_:\_\_\_\_ Date \_\_\_\_\_\_)Note: If the issuer authorizes the lead underwriter to provide the “Underwriting Quota Form for FTZ Bonds”, then the “Underwriting Quota Form for FTZ Bonds” signed and sealed by the lead underwriter shall prevail. |

**Annex 3-4 Basic Information for ISIN Code Application**

|  |  |
| --- | --- |
| Information of Issuer | |
| Full Name in Chinese |  |
| Full Name in English |  |
| Short Name in Chinese |  |
| Short Name in English |  |
| Registered Address in Chinese |  |
| Registered Address in English |  |
| Mail Address in Chinese |  |
| Mail Address in English |  |
| Information of the Lead Underwriter | |
| Full Name in Chinese |  |
| Full Name in English |  |
| Short Name in Chinese |  |
| Short Name in English |  |

The Issuer: (seal)

Date: **Annex 3-5 Registration Elements Form for FTZ Asset-Backed Securities**

**Important:** 1. Items in bold fonts shall be given extra attention. 2. Please fill in elements on the in accordance with the actual issuance, and ensure that all information is true, accurate, complete and agrees with that in the issuance announcement or the prospectus. 3. Please mark “√” in □ for single or multiple choice(s). 4. For items with no data available, please leave it blank.

**1. Basic Inforamtion**

|  |  |
| --- | --- |
| 1. Name of the Approval Document: | 1. Approval No.: |
| 1. Name of Sponsor/Mandate Institution: | 1. Depository Account of Sponsor/Mandate Institution: |
| 1. Name of Trustee Institution: | 1. Depository Account of trustee Institution: |
| 1. Name of Loan Service Institution: | 1. Depository Account of Loan Service Institution: |
| 1. Name of Funds Custody: | 1. Depository Account of Funds Custody: |
| 1. Name of the Lead Underwriter: | 1. Name of Trading Manager: |
| 1. Name of Asset Pool: | 1. Asset Size: (10,000 yuan) |
| 1. Type of Assets：□Credit assets □Housing mortgage loans □ Others: | |
| 1. Method of Securitization：□Trust □Assets □Others: | |
| 1. Commencement Date for Issuance: | 1. Closing Date for Issuance: |
| 1. Commencement Date for Distribution: | 1. Closing Date for Distribution: |
| 1. Announcement Date: | 1. Underwriting Payment Date: |

**2. Information of Graded Categories**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Grade Structure | | Primary | | | | | Secondary | |
| Primary A | | Primary B | | - - -  (extend rightward) |
| 23. Full Name of Securities | |  | |  | |  |  | |
| 24. Actual Term Unit | | **□Year □Month□Day** | | **□Year □Month□Day** | |  | **□Year □Month□Day** | |
| **25. Actual term** | |  | |  | |  |  | |
| 26. Weighted Average Term Unit | | □Year □Month□Day | | □Year □Month□Day | |  | □Year □Month□Day | |
| 27. Weighted Average Term | |  | |  | |  |  | |
| 28. Actual Amount Issued (10,000 yuan) | |  | |  | |  |  | |
| 29. Issuance Price (yuan/100 yuan par value) | |  | |  | |  |  | |
| **30. Value Date** | |  | |  | |  |  | |
| **31. Expected Maturity Date** | |  | |  | |  |  | |
| **32. Legal Maturity Date** | |  | |  | |  |  | |
| 33. Is There Interest Payment through the Duration | | □ Yes □No | | □Yes □No | |  | □Yes □No | |
| **34. The First Interest Payment Date** | |  | |  | |  |  | |
| 35. Approach of Interest Calculation | | □Coupon-bearing fixed rate  □Coupon-bearing floating rate  □Discount  □Zero coupon  □Payable at maturity | | □Coupon-bearing fixed rate  □Coupon-bearing floating rate  □Discount  □Zero coupon  □Payable at maturity | |  | 36. Note: | |
| 37. Interest Payment Frequency (every month(s)) | |  | |  | |  |  | |
| **38. Coupon Rate at Issuance** | |  | |  | |  |  | |
| **39. Elements of Benchmark Interest rate (for Coupon-bearing Bonds with Floating Rates)** | Type of Benchmark Interest Rate |  | |  | |  |  | |
| Benchmark Interest Rate at Issuance |  | |  | |  |  | |
| Interest Spread |  | |  | |  |  | |
| Interest Rate Cap | □Yes, %; □No  Note: | | □Yes, %; □No  Note: | |  |  | |
| Interst Rate Floor | □Yes, %; □No  Note: | | □Yes, %; □No  Note: | |  |  | |
| 40. Credit Rating of the Bond | |  | |  | |  |  | |
| 41. Short Name of the Credit Rating Agency | |  | | | | | | |
| 42. Credit Rating of the Guarantor (if any) | |  |  | |  | | |  |

**3. Information on Interest Rate and Interest-bearing Days (for Bonds with Interest Payable at Maturity and Coupon-bearing Bonds)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **43. Interest-bearing Days for the Year** | □365 Days | Interest-bearing Days in a Leap Year | □365 Days | Does Feb. 29 bear interest? | □Yes |
| □No |
| □366 days | | |
| □360 Days | Interest-bearing Days in a Month | □30 days | | |
| □Actual Number of Days | | |
| 44. Method of Interest Distribution：□Even distribution □Distribution based on actual number of days | | | | | |

**4.Interest Determination for Coupon-bearing Floating Rate Bonds**

|  |  |  |
| --- | --- | --- |
| **45. Effective Rule of Benchmark Interest rate** | □Effective after interest payment | **Period of Effectiveness：**□The interest-bearing period □The interest-bearing year □The calendar year |
| □Effective in the current period | |
| □Effective on specific conditions | □**Effective in fixed time after the benchmark interest rate changes** |
| □Effective benchmark interest rate on the designated date of  before interest payment |
| □Effective on the designated date after adjustment of the benchmark interest rate: (month) (day) each year |

**5. Summary of Interest-bearing Periods for Primary ABS**

Securities Code: Short Name of Securities:

|  |  |  |
| --- | --- | --- |
| Interest-bearing Period | Value Date (Included) | Expiry Date (Not Included) |
| 1st Interest-bearing Period |  |  |
| 2nd Interest-bearing Period--Last but One Interest-bearing Period |  |  |
| Last Interest-bearing Period |  |  |

(This table may be extended)

Notes: 1. If the interest is paid yearly or quarterly, please fill (month) (day); if the interest is paid monthly, please fill (day).

2. All the expiry dates in duration shall be set according to the regulated interest payment frequency except the first expiry day of the first interest-bearing period. As of the second expiry day, the date of expiry (here merely referring to day, year and month not included) shall be the calendar day consistent with the first expiry day and be fixed, i.e. the expiry date does not change despite of any festival or holiday.

**6. Other Information (If Any)**

**7. Confirmation**

|  |
| --- |
| It is hereby declared and confirmed that all the information above is true and valid. Please register the bonds based on such information.  Contact person of Issuer: Mobile Phone:  Contact person of Lead Underwriter: Mobile Phone:  46. Full name of the issuer: (official seal)  Submitting time: (\_\_\_\_\_:\_\_\_\_\_date)  Note: If the issuer authorizes the lead underwriter to provide the “Underwriting Quota Form for FTZ Bonds”, then the “Underwriting Quota Form for FTZ Bonds” signed and sealed by the lead underwriter shall prevail. |

**Annex 3-6 Underwriting Quota Form for FTZ Bonds**

China Central Depository & Clearing Co., Ltd.,

We hereby notify the issuance results of \_\_\_\_\_\_\_\_\_\_\_\_\_ (fill in the full name of the bond) （Bond Code： ）as follows, please handle the underwriting quota registration according to the name.

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Name of Underwriter | Bond Account No. in CCDC | Nominal Value of Underwriting (10,000 yuan) |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |
| Total |  |  |  |
| Note: | | | |

Issuer or Lead Underwriter (official seal)

Date:

**Annex 4-1 Contingency Distribution Instruction Form**

Business Voucher No. E03

China Central Depository & Clearing Co., Ltd.:

Because of (reason) , we hereby send the distribution instruction by fax. The buyer and the seller have reached the distribution agreement. We hereby undertake that all elements in the Contingency Distribution Instruction are true, accurate, complete and valid.

Cipher: \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ ( 16-digit number)

Sent date: \_\_\_\_\_\_\_\_ (yyyy-mm-dd) [element 1]

Name of the cipher generator: \_\_\_\_\_\_\_\_\_ Depository account:

Trade: ◎ selling ◎ buying

Name of the seller: \_\_\_\_\_\_\_\_ Depository account:

Name of the buyer: \_\_\_\_\_\_\_\_ Depository account: 　 [element 2]

Bond abbreviation:\_\_\_\_\_\_\_ Bond code: [element 3]

Bond Nominal value:\_\_\_\_\_\_\_ (10,000 yuan) [element 4]

Distribution settlement amount: yuan (in capital form of Chinese numerals: )

Delivery date:\_\_\_\_\_\_\_ (yyyy-mm-dd) [element 5]

Settlement methods: ◎Free of payment ◎Delivery after payment ◎Payment after delivery ◎Delivery versus payment

Signature or seal of the operator: Signature or seal of the reviewer:

Contact number: Contact number:

Official seal of the company:Annex 4-2

**Confirmation of Issuance Payment**

China Central Depository & Clearing Co., Ltd.:

The issuance amount of \_full name of bonds\_(bond abbreviation: bond code: ) has been fully received, which is （currency）（amount）\_( ten thousand yuan). Please handle relevant registration and depository procedures.

Full Name of Issuer: (official seal)

Date:

1. Unincorporated products refers to asset management products, wealth management products, fund and trust. [↑](#footnote-ref-1)