

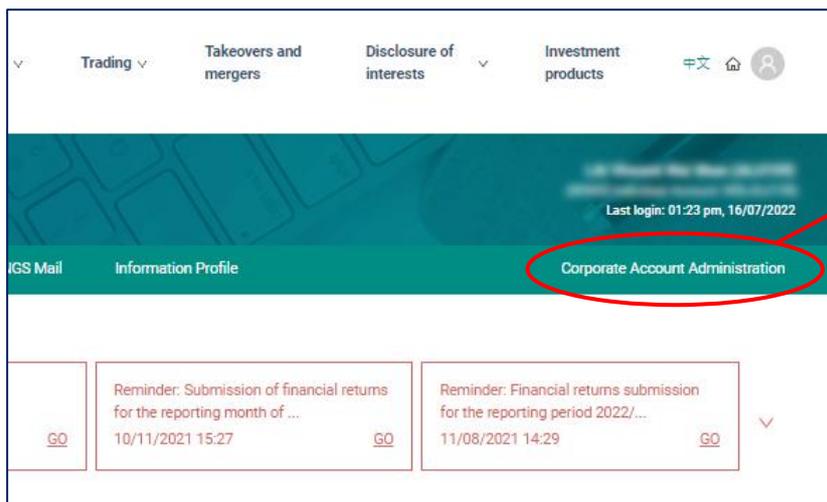
Annex: User guide for WINGS individual account access setup to log on to HKEX’s Electronic Communication Platform Web Interface

By default, Responsible Officers (RO) of the relevant licensed corporations or Executive Officers (EO) of the relevant registered institutions (RRI) are assigned with the "BCAN-CID Mapping File under the HKIDR" permission for submitting the BCAN-CID Mapping File and Reporting Forms to the Hong Kong Exchanges and Clearing Limited (HKEX)’s data repository via the HKEX's Electronic Communication Platform (ECP) Web Interface. RO and EO of RRIs may also delegate the permission of submitting BCAN-CID Mapping File and Reporting Forms to licensed and non-licensed individuals via the SFC WINGS platform following the steps below.

Assign “HKIDR – Submission of the BCAN-CID Mapping File and Reporting Forms” permission to licensed individuals

Step 1: The WINGS Corporate Administrator logs on to the WINGS homepage.

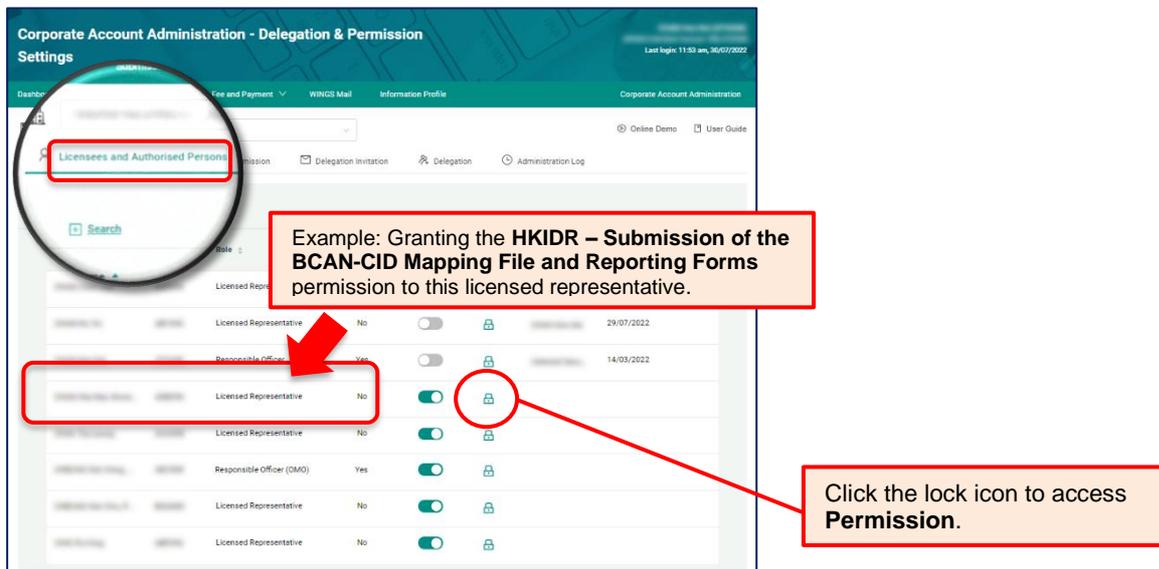
Step 2: On the WINGS homepage, please click on the “Corporate Account Administration” function.



If you are not a WINGS Corporate Administrator, the “Corporate Account Administration” function will not appear on the WINGS homepage.



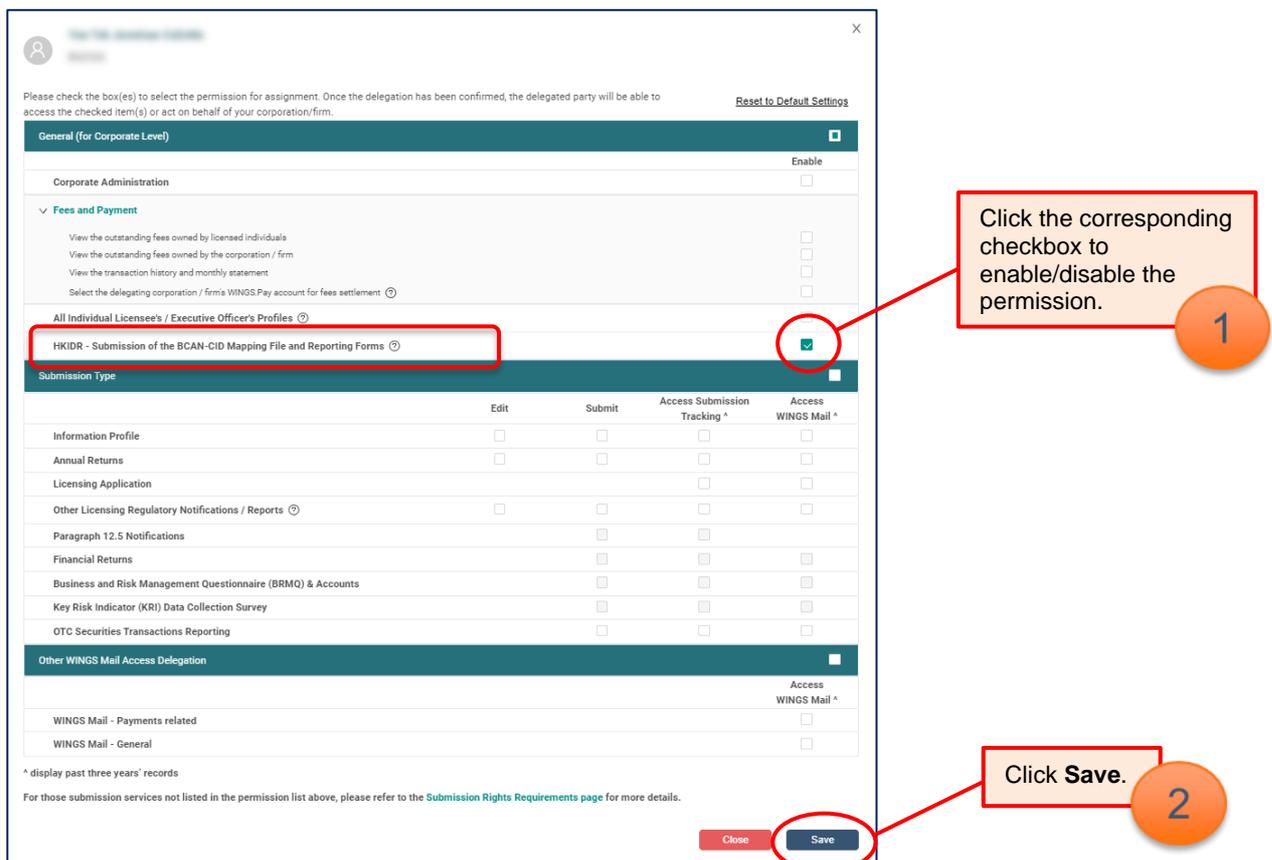
Step 3: Please select the “Licensees and Authorised Persons” tab which shows a list of licensed persons accredited to your firm with active licences. You may assign the "HKIDR – Submission of the BCAN-CID Mapping File and Reporting Forms" permission to the licensed individuals on the list by clicking on the lock icon.



Example: Granting the **HKIDR – Submission of the BCAN-CID Mapping File and Reporting Forms** permission to this licensed representative.

Click the lock icon to access **Permission**.

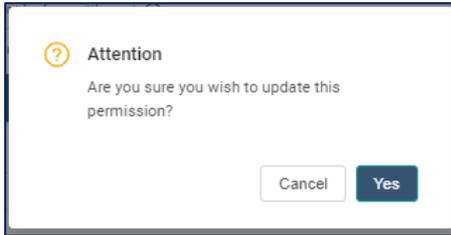
Step 4: Check the “HKIDR – Submission of the BCAN-CID Mapping File and Reporting Forms” permission box. Then click “Save” button. Please note that the “BCAN-CID Mapping File under the HKIDR” permission is only available to RRI.



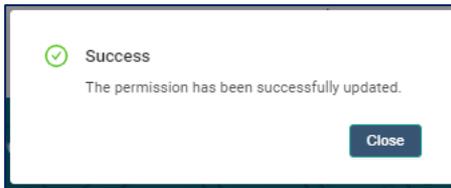
Click the corresponding checkbox to enable/disable the permission. 1

Click **Save**. 2

Step 5: Click on the “Yes” button to update the permission for the licensed individual.



A window will appear to confirm the successful update of the permission for the licensed individual.

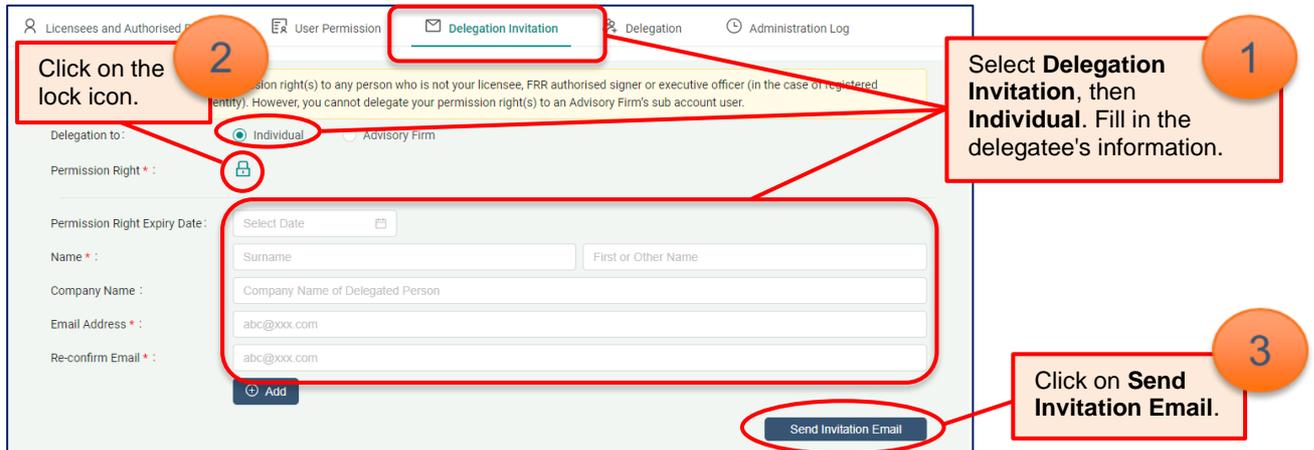


The license individual can now use his/her WINGS individual account to access HKEX ECP web interface.



Assign “HKIDR - Submission of the BCAN-CID Mapping File and Reporting Forms” permission to non-licensed individuals

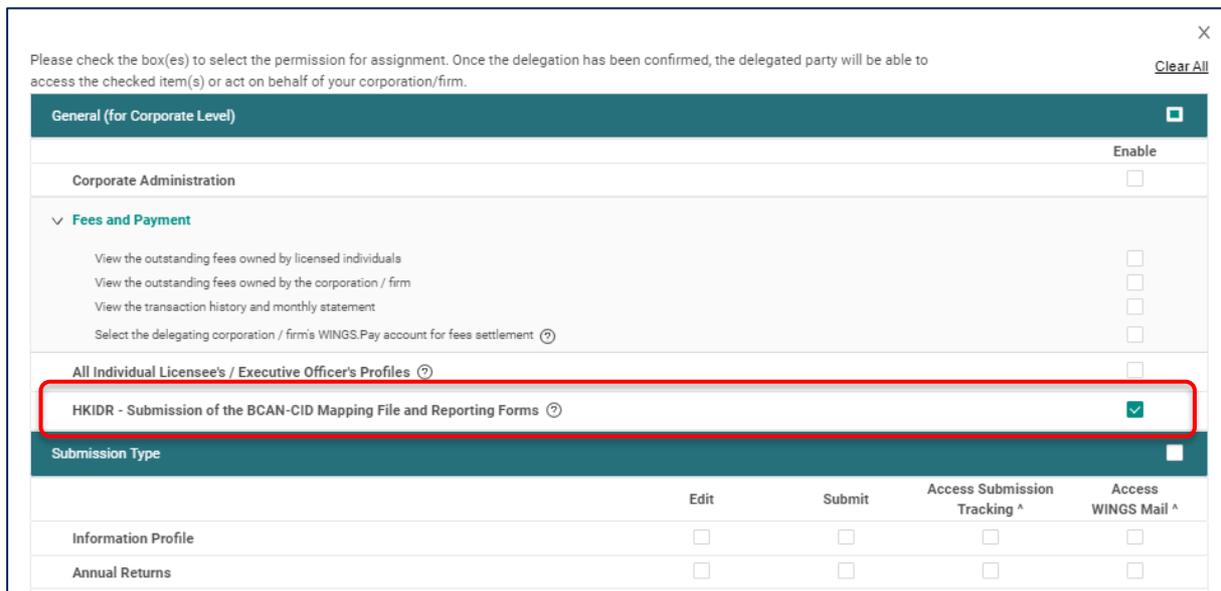
Step 1: Please select the “Delegation Invitation” tab, select “Individual” in the “Delegation to” option box, and fill in the form following the instructions.



The screenshot shows the 'Delegation Invitation' form. Callout 1 points to the 'Delegation to' section where 'Individual' is selected. Callout 2 points to a lock icon next to the 'Permission Right' field. Callout 3 points to the 'Send Invitation Email' button at the bottom right.

Please note that you cannot assign the “HKIDR – Submission of the BCAN-CID Mapping File and Reporting Forms” permission to a user of an Advisory Firm sub-account.

Step 2: Please click on the lock icon and the following screen will appear. Please click the box for the “HKIDR – Submission of the BCAN-CID Mapping File and Reporting Forms” permission and then click “Save” button.



The screenshot shows a permission assignment screen. A red box highlights the 'HKIDR - Submission of the BCAN-CID Mapping File and Reporting Forms' permission, which has a checked checkbox. The screen also shows other categories like 'General (for Corporate Level)', 'Corporate Administration', and 'Fees and Payment'.

Step 3: After filling in all the information, please click “Send Invitation Email” button in the “Delegation Invitation” tab (see step 1) to confirm the delegation invitation. Upon receiving the delegation invitation, the intended delegatee will need to confirm the delegation within 30 calendar days, otherwise the delegation invitation will expire and you will need to send a new invitation. For details of WINGS account delegation, please refer to the [Corporate Account Administration User Guide](#).