

## 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.

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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 RRIs.

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VINGS Mail - Payments related						
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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.

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WELCOME TO THE ELECTRONIC COMMUNICATION PLATFORM (ECP)	Log on to the ECP through the following Authentication Systems: HKEX Client Connect SFC WINGS <sup>(1)</sup> (1) For SFC-Leaned corporations and registered institutions By logging into this website via HKEX Client Connect, you are deemed to have read and accepted the <u>Starman and Conditions</u> for Stecthon; Connect, or by logging into this website via HKEX Client Connect, you are deemed to have read and accepted the <u>Starman and Conditions</u> for Stecthon; Connect, or by logging this this website via HKEX Client Connect, you are deemed to have read and accepted the <u>Starman and Conditions</u> for Stecthon; Connect, or by logging this this website via SHC WINGS, you are deemed to have read and accepted the <u>Starman and Conditions</u> for Stecthon; Connect, or by logging the this website via SHC WINGS, you are benefit of the period via and accepted with the Bream State State of the period via and accepted with the processing of the period via and accepted with the processing of the period via and accepted with the processing of the period via and accepted with the processing of the period via and accepted with the processing of the period via and accepted with the processing of the period via and accepted with the processing of accepted via accepted with the processing of accepted via acception with the processing of accepted via acceptance with the processing of accepted via accepted v
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## 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.

8 Licensees and Authorised P Click on the lock icon. Delegation to: Permission Right * :	User Permission Delegation Invitation Son right(s) to any person who is not your licensee, FRR authoris However, you cannot delegate your permission right(s) to an Adv Individual Advisory Firm	Delegation Administration Log	Select Delegation Invitation, then Individual. Fill in the delegatee's information.
Permission Right Expiry Date :	Select Date		
Name * :	Surname	First or Other Name	
Company Name :	Company Name of Delegated Person		
Email Address * :	abc@xxx.com		
Re-confirm Email * :	abc@xxx.com		3
	(i) Add	Send Invitation Email	Click on Send Invitation Email.

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.

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Fees and Payment				
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View the transaction history and monthly statement				
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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 <u>Corporate Account</u> Administration User Guide.