

# HK eIPO White Form User Manual

**1 / Apply HK eIPO White Form  
as a registered user**

# 1.1. User Registration

## 1. HOMEPAGE



## 2. ACCOUNT REGISTRATION



The screenshot shows the 'Account Registration Service' page. At the top, it says 'Welcome to HK eIPO White Form Account Registration Service, provided by Tricor Investor Services Limited ("Tricor"). There is no service fee for using this online account registration service.' Below this text is a dark blue button with the text 'Register Now!', which is circled in blue. Underneath is a section titled 'Why use HK eIPO White Form Account Registration Service?' containing three bullet points:

- **No need to fill in personal information each time when applying for eIPOs**  
After account registration, you will no longer need to complete personal information each time you apply for securities using HK eIPO White Form Service. Your personal information will be kept in our records. When you use your registered Username to apply for IPOs through HK eIPO White Form Service in future, your personal details will be automatically entered in the electronic application form.
- **No need to submit a separate Specimen Signature Form for each subsequent successful allotment**  
Upon registration of your account, an acknowledgement email together with an Account Specimen Signature Form will be sent to you. Please complete and return the Account Specimen Signature Form so that your specimen signature will be kept in our records. For each subsequent successful allotment of your eIPO applications, you will not be required to submit a Specimen Signature Form again.
- **Keeping you up-to-date on forthcoming IPOs and HK eIPO White Form Service news**  
After account registration, notifications on HK eIPO White Form Service news, will be sent to you via your provided email address to keep you up-to-date.

At the bottom of the page, there is another dark blue button with the text 'Register Now!'.



### STEPS

1. Press "User Registration Service" from the toolbar
2. Press "Register Now"

### 3. COMPLETE REGISTRATION DETAILS

#### Register for an Account

Please enter the information requested below. Mandatory information (marked with \*) must be included. After completion of the Registration Form, please press the "Submit" button.

If you need assistance in completing this form, please call our hotline at 2980 1333 during office hours.

[Complete this Registration Form in ENGLISH only.](#)

#### Personal Particulars

Family Name\* [\[Hints\]](#)

Given Name\* [\[Hints\]](#)

Hong Kong Identity Card Number\*

 (  )

Address in Hong Kong\* [\[Hints\]](#)

Telephone Number\*

Occupation

#### Account Security

Email Address\*

Username\* (6 - 20 characters)

Do you wish to receive HK eIPO White Form Service news by email?

Yes  No

Password\* (8 - 20 alphabets and numeric characters)

Confirm Password\*

Cancel

Submit



#### STEPS

3. Complete registration details in English only and press "Submit"

## 4. CONFIRMATION

### User Registration Service

[Learn more about IPO Smart Pay & Register Now](#)

#### Acknowledgement of User Registration

THANK YOU for registering as registered user with the HK eIPO White Form User Registration Service.

An email with your Username and Specimen Signature Form will be sent to your email address to acknowledge receipt of your registration.

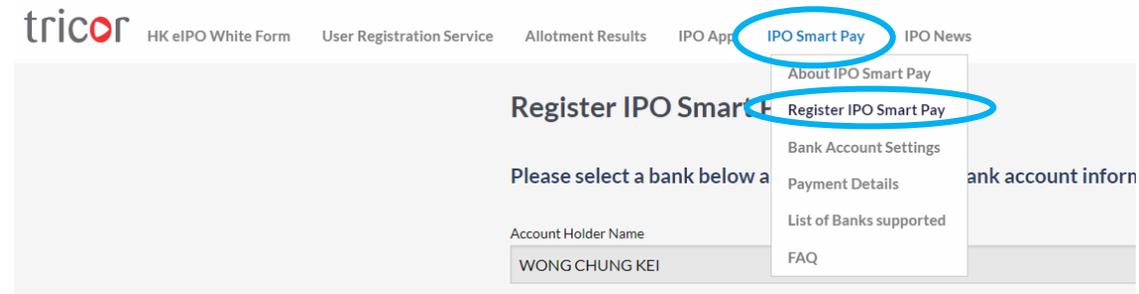
Please complete and return the Specimen Signature Form so that your signature will be kept in our records and will be used to verify your signature for processing of share transfer request or your identity. For each subsequent successful allotment of your IPO applications applied through the HK eIPO White Form Service by using your registered Username, you will not be required to submit a Specimen Signature Form again.

#### **STEPS**

4. You will receive the Acknowledgement of User Registration once you have preview and submitted your registration details

# 1.2 IPO Smart Pay Registration

## 1. HOMEPAGE



## 2. ACCOUNT REGISTRATION

The screenshot shows the 'Register IPO Smart Pay' account registration form. The form includes the following fields and elements:

- Account Holder Name:** A text input field.
- Mobile No.\*:** A text input field with a dropdown menu showing '+852'.
- Bank\*:** A dropdown menu.
- Bank Account No.\*:** A text input field.
- Daily Transfer Limit (Please input 3,000 - 99,999,999):** A text input field.
- Confirmation:** A checkbox with the text 'I hereby confirm to set up the electronic direct debit authorization and also confirm to accept and agree to the [Terms of Use](#) and [Personal Information Collection Statement](#).'
- Buttons:** 'Cancel' and 'I agree' buttons at the bottom.

### STEPS

1. Press "IPO Smart Pay" from the toolbar and press "Register IPO Smart Pay"
2. Select a bank and provide relevant bank account information and press "I Agree"

### 3. SMS VERIFICATION

The One-Time Password ("OTP") has been sent to your registered mobile number via SMS. Please input to proceed.

145 337386

*Please note that OTP will expire in 5 minutes.*



### IPO Smart Pay

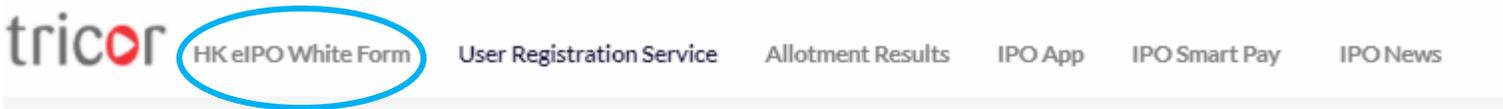
Registration completed. You may now settle the application monies for your HK eIPO White Form applications with IPO Smart Pay. For details, please refer to IPO Smart Pay FAQ.  
Please ensure sufficient fund and adequate daily transfer limit are maintained with the relevant bank to settle each payment. Otherwise, the relevant direct debit may fail and bank charges may be incurred.

### STEPS

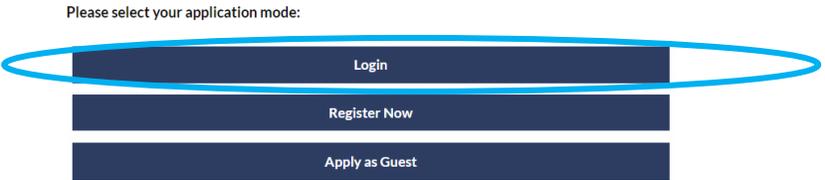
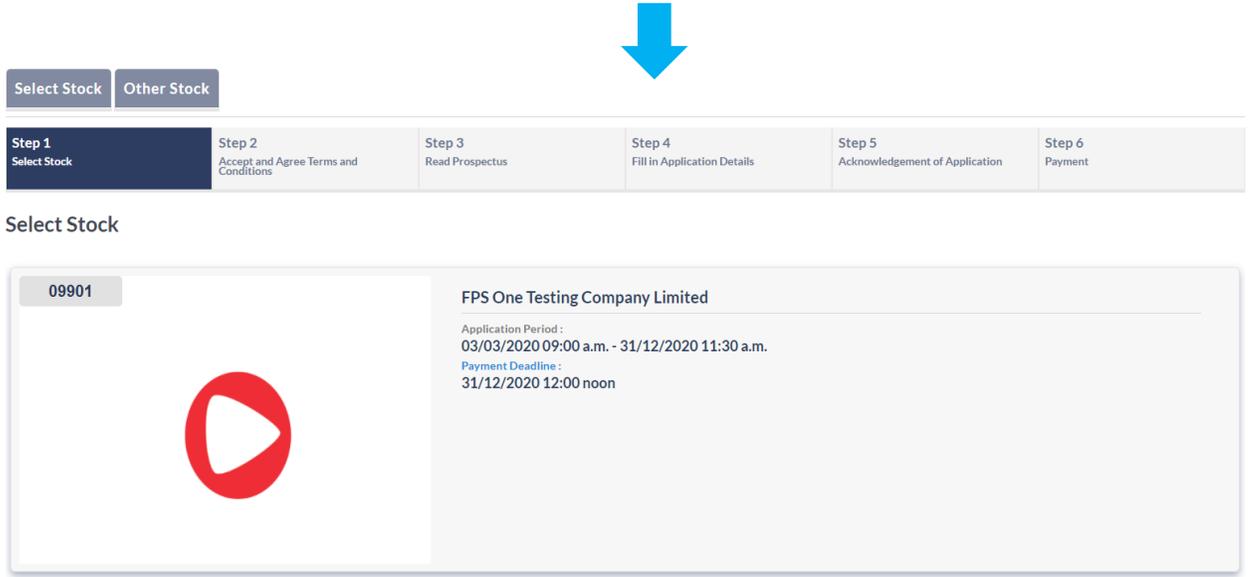
3. A One-Time Password SMS will be received if HSBC is the selected bank. Insert the One-Time Password from SMS and press "Submit" to complete registration

# 1.3 HK eIPO White Form Application

## 1. HOMEPAGE



## 2. SELECT STOCK



### STEPS

- 1. Press "HK eIPO White Form" from the toolbar
- 2. Select stock and login

### 3. ACCEPT T&C

Step 1 Select Stock   **Step 2 Accept and Agree Terms and Conditions**   Step 3 Read Prospectus   Step 4 Fill in Application Details   Step 5 Acknowledgement of Application   Step 6 Payment

#### Accept and Agree Terms and Conditions

Back   **I Agree**

### 4. READ PROSPECTUS

Step 1 Select Stock   Step 2 Accept and Agree Terms and Conditions   **Step 3 Read Prospectus**   Step 4 Fill in Application Details   Step 5 Acknowledgement of Application   Step 6 Payment

#### Read Prospectus

Company Name  
**FPS One Testing Company Limited**

Stock Code  
**09901**

Number of Offer Shares  
**330,000,000**

Number of Public Offer Shares  
**33,000,000**

Number of Placing Shares  
**297,000,000**

Maximum Offer Price  
**HK\$1.96**

Nominal Value  
**US\$0.00001 per Share**

Offer Period  
**03/03/2020 9:00 a.m. - 31/12/2020 12:00 noon**

Announcement of Allotment Result on or before  
**06/01/2020**

Dispatch / Collection of Share Certificat  
**06/01/2020**

Dispatch / Collection of Refund Cheque  
before  
**06/01/2020**

Listing Date  
**07/01/2020**

#### Offer Terms and Conditions

Please read the [Offer Terms and Conditions](#) carefully before making your investment decision and applying for shares through this Website.

**If you have read, understood and accepted these Offer Terms and Conditions, please press the "I Agree" button to proceed.**

Back   **I Agree**

### STEPS

3. Read through Terms & Conditions and press "I Agree"
4. Read through Prospectus and press "I Agree"

## 5. FILL IN APPLICATION DETAILS

Step 1  
Select Stock

Step 2  
Accept and Agree Terms and Conditions

Step 3  
Read Prospectus

**Step 4  
Fill in Application Details**

Step 5  
Acknowledgement of Application

Step 6  
Payment

### Fill in Application Details

Complete the Application Details in ENGLISH only.

**Personal Particulars**

Family Name\* [Hints]

Given Name\* [Hints]

Hong Kong Identity Card Number\*  ( 9 )

Address in Hong Kong\* [Hints]

**Application for Shares**

Telephone Number\*

Share Range

Shares Applied for\*

Email Address\*

Maximum Offer Price (HKD)  
2.85

Brokerage of 1% (HKD)

Hong Kong Stock Exchange Trading Fee of 0.005% (HKD):

SFC Transaction Levy of 0.0027% (HKD):

Total Share Price (HKD):

Total Application Monies Payable (HKD):



### STEPS

5. Fill in application details in English only, select the number of shares you would like to apply and press "Submit"

## 6. ACKNOWLEDGEMENT

Step 1 Select Stock	Step 2 Accept and Agree Terms and Conditions	Step 3 Read Prospectus	Step 4 Fill in Application Details	<b>Step 5 Acknowledgement of Application</b>	Step 6 Payment
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### Acknowledgement of Application

THANK YOU for your application for the Hong Kong Public Offer Shares of FPS One Testing Company Limited through the HK eIPO White Form Service. Your Payment Reference Number is given below.

Payment Reference Number:

0172 0366 1200 0106 15

Total Application Monies Payable:

HK\$3,959.51

[Print Now](#)



### **STEPS**

6. You will receive the Acknowledgement of Application and your Payment Reference Number will be given, press "Print Now" to print a copy of this page<sub>1</sub> for your records

## 7. PAYMENT

Step 1 Select Stock	Step 2 Accept and Agree Terms and Conditions	Step 3 Read Prospectus	Step 4 Fill in Application Details	Step 5 Acknowledgement of Application	Step 6 Payment
<h3>IPO Smart Pay</h3> <p>THANK YOU for choosing IPO Smart Pay. Please click "Confirm" button to proceed with the IPO Smart Pay.</p> <p>Debit Bank Account</p> <p>Payment Schedule 31/12/2020 11:00 - 12:00</p> <p>Payment Amount HK\$ 1,111.09</p> <p style="text-align: center;"><b>Confirm</b></p>					

### Confirm to use IPO Smart Pay

Debit Bank	THE HONGKONG AND SHANGHAI BANKING CORPORATION LTD
Debit Bank Account	
Payment Schedule	31/12/2020 11:00 - 12:00
Payment Amount	HK\$ 1,111.09
Stock Name	IPO One Test Limited IPO One 測試有限公司
Stock Code	70001

I hereby confirm to accept and agree to the [Terms of Use](#) and to settle the payment of this HK eIPO White Form application with IPO Smart Pay.

Password

**Pay with IPO Smart Pay**

### Direct Debit Instruction Details

The IPO application monies will be debited from your designated bank account in accordance with below timeline:

Applications submitted anytime during the offer period and before 11:00 a.m. on the closing day	IPO application monies to be debited at or around 11:00 a.m. on the closing day
Applications submitted between 11:00 a.m. and 11:30 a.m. on the closing day	IPO application monies to be debited at or around 11:30 a.m. on the closing day

Payment Schedule	31/12/2020 11:00 - 12:00
Stock Code	70001
Stock Name	IPO One Test Limited
Debit Bank	THE HONGKONG AND SHANGHAI BANKING CORPORATION LTD
Debit Bank Account	- - - - -
Payment Amount	HK\$ 1,111.09
Status	Cancelled

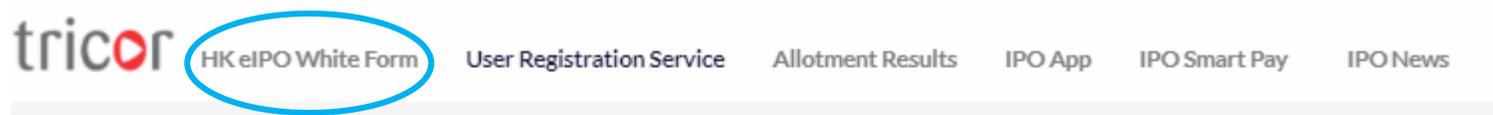
### STEPS

7. Confirm to pay with IPO Smart Pay, application completed

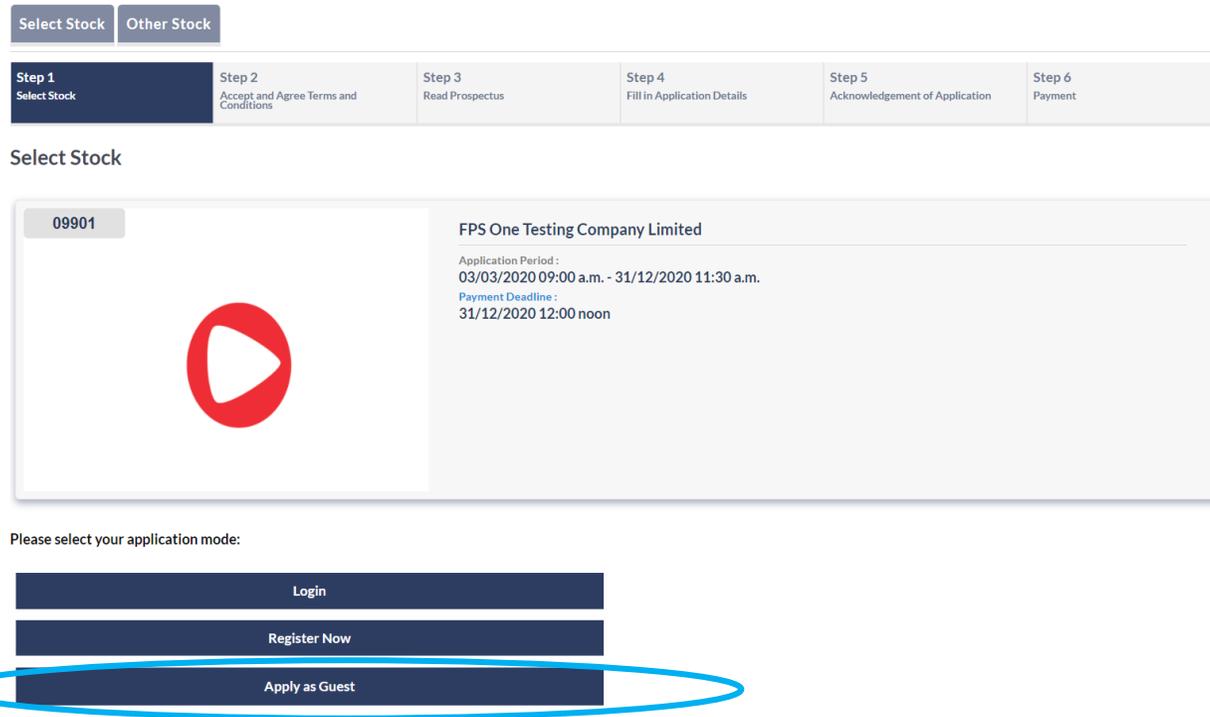
**2 / Apply HK eIPO White Form  
as a guest**

# 2.1 HK eIPO White Form

## 1. HOMEPAGE



## 2. SELECT STOCK



### STEPS

1. Press "HK eIPO White Form" from the toolbar
2. Select stock and press "Apply as Guest"

### 3. ACCEPT T&C

Step 1 Select Stock | **Step 2 Accept and Agree Terms and Conditions** | Step 3 Read Prospectus | Step 4 Fill in Application Details | Step 5 Acknowledgement of Application | Step 6 Payment

#### Accept Terms and Conditions

Welcome

Welcome to HK eIPO White Form Service for FPS One Testing Company Limited ("FPS One Testing Co Ltd"). This is an online securities application service provider (the "ESP"/"we") for the Hong Kong Public Offering of FPS One Testing Co Ltd (the "Hong Kong Public Offering"), as appointed by FPS One Testing Co Ltd. Tricor Investor Services Limited is the Hong Kong Branch Share Registrar for FPS One Testing Co Ltd.

There is no service fee for using this online securities application service.

#### Service Terms and Conditions

Please read the [Service Terms and Conditions](#) and all disclaimers, indemnities, exclusions and limitations therein carefully if you decide to apply for shares through this Website.

If you have read, understood and accepted the [Service Terms and Conditions](#), please press the "I Agree" button to proceed.

Back | **I Agree**

### 4. PROSPECTUS

Step 1 Select Stock | Step 2 Accept and Agree Terms and Conditions | **Step 3 Read Prospectus** | Step 4 Fill in Application Details | Step 5 Acknowledgement of Application | Step 6 Payment

#### Read Prospectus

Company Name  
FPS One Testing Company Limited

Stock Code  
09901

Number of Offer Shares  
330,000,000

Number of Public Offer Shares  
33,000,000

Number of Placing Shares  
297,000,000

Maximum Offer Price  
HK\$1.96

Nominal Value  
US\$0.00001 per Share

Offer Period  
03/03/2020 9:00 a.m. - 31/12/2020 12:00 noon

Announcement of Allotment Result  
06/01/2020

Despatch / Collection of Share Certificates  
06/01/2020

Despatch / Collection of Refund Certificates  
06/01/2020

Listing Date  
07/01/2020

#### Offer Terms and Conditions

Please read the [Offer Terms and Conditions](#) carefully before making your investment decision and applying for shares through this Website.

If you have read, understood and accepted these [Offer Terms and Conditions](#), please press the "I Agree" button to proceed.

Back | **I Agree**

### STEPS

3. Read through Terms and Conditions and press "I Agree"
4. Read through Prospectus and press "I Agree"

## 5. APPLICATION

Step 1 Select Stock	Step 2 Accept and Agree Terms and Conditions	Step 3 Read Prospectus	<b>Step 4 Fill in Application Details</b>	Step 5 Acknowledgement of Application	Step 6 Payment
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### Fill in Application Details

Please complete all information requested below. Mandatory information (marked with \*) must be included. At completion of the Application Form, please press the "Submit" button.

**IMPORTANT NOTES**

- You should read carefully the [Personal Information Collection Statement](#) before completing the Application Form.
- Complete the Application Form in ENGLISH only; application in Chinese will be REJECTED.
- Make sure all information entered is correct, as share certificates and/or refund cheques (where applicable) will be posted to your provided address, and acknowledgement of your application and/or notification of allotment results (where applicable) will be sent to your provided email address by email.
- Submit the Application Form via this Website before 11:30 a.m. on 31/12/2020. It is in your interest to submit your application soonest possible to avoid heavy traffic onsite near closing time.
- Keep a record of your Payment Reference Number, and quote the number correctly when making payment in FULL before 12:00 noon on 31/12/2020. Failure to do the aforesaid will result in your application being INVALID.
- You will receive an email that acknowledges receipt of your application and includes your Payment Reference Number, the total application monies payable and the total number of shares you have applied for. This email does not constitute acknowledgement or confirmation by the ESP that your information but make a note of the details of the caller, and contact our
- You will not be contacted directly to verify/validate your provided information but make a note of the details of the caller, and contact our

**Application for Shares**

Share Range	20,000 - 50,000	Shares Applied for*	30,000
Maximum Offer Price (HKD)	1.96	Brokerage of 1% (HKD)	588.00
Hong Kong Stock Exchange Trading Fee of 0.005% (HKD):	2.94	SFC Transaction Levy of 0.0027% (HKD):	1.59
Total Share Price (HKD):	58,800.00	Total Application Monies Payable (HKD):	59,392.53

Complete this Application Form in ENGLISH only.

**Personal Particulars**

Family Name\* [\[Hints\]](#)

Hong Kong Identity Card Number\*



### STEPS

5. Fill in application details in English only, select the number of shares you would like to apply and press "Submit"

## 6. ACKNOWLEDGEMENT

Step 1 Select Stock	Step 2 Accept and Agree Terms and Conditions	Step 3 Read Prospectus	Step 4 Fill in Application Details	<b>Step 5 Acknowledgement of Application</b>	Step 6 Payment
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**Acknowledgement of Application**

THANK YOU for your application for the Hong Kong Public Offer Shares of FPS One Testing Company Limited through the HK eIPO White Form Service. Your Payment Reference Number is given below.

Payment Reference Number:  
0172 0366 1200 0105 66

Total Application Monies Payable:  
HK\$59,392.53

[Print Now](#)



## 7. PAYMENT

### Payment Options

There are 6 options to make payment for shares that you apply for:

1. The Bank of East Asia, Limited ("BEA") Cyberbanking Bill Payment Service
2. Bank of China (Hong Kong) Limited ("BOCHK") Internet Bill Payment
3. HSBC Personal Internet Banking Bill Payment
4. Industrial and Commercial Bank of China (Asia) Limited ("ICBC (Asia)") White Form eIPO Online Payment Services
5. PPS Internet Bill Payment
6. PPS Bill Payment by Phone

### **STEPS**

6. You will receive the Acknowledgement of Application and your Payment Reference Number will be given, press "Print Now" to print a copy of this page for your records

7. Payment can be made through 1 of the 6 payment options, application completed

# 3 / Allotment Results

# 3.1 Allotment Results

## 1. HOMEPAGE



## 2. SELECT STOCK

The screenshot shows the 'Hong Kong Public Offering Allotment Results' page. A blue arrow points from the 'Allotment Results' link in the previous screenshot to this page. The page features a table with two rows of stock information.

Stock Code	Stock Name	Listing Date
01429	<a href="#">Skymission Group Holdings Limited</a>	29/09/2020
09616	<a href="#">Neusoft Education Technology Co. Limited</a>	29/09/2020

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Tricor Investor Services Centre HK eIPO White Form

## STEPS

1. Press "Allotment Results" from the toolbar
2. Select the relevant stock name

### 3. INPUT HKID/PASSPORT/HKBR



#### Hong Kong Public Offering Allotment Results

繁體中文

HOME

Welcome to **Skymission Group Holdings Limited** Hong Kong Public Offering Allotment Results enquiry system.

#### Enquiries

Please contact us at  
(852) 369-18-488.

Our hotline will operate between 9:00 a.m. and 6:00 p.m. from Monday, 28 September 2020 to Monday, 5 October 2020 (excluding Saturday, Sunday and Public Holiday).

Full results announcement of the Hong Kong Public Offering has been published on the website of The Stock Exchange of Hong Kong Limited at [www.hkexnews.hk](http://www.hkexnews.hk) and the website of Skymission Group Holdings Limited at [www.skymission.group](http://www.skymission.group).

This system will be available on a 24-hour basis from 8:00 a.m. on Monday, 28 September 2020 to 12:00 midnight on Tuesday, 6 October 2020.

**Please input your HKID / Passport / Hong Kong Business Registration Number as provided in your Application:**

Search

Reset

For Individual, please input all the alphabets and digits of your HKID / Passport Number (except all symbols), e.g. A123456(7), [please input A1234567](#)

For Body Corporate, please input the first 8 digits of the Hong Kong Business Registration Number (except all symbols), e.g. 12345678-999-01-000, [please input 12345678](#)

The information contained in this website is for information purposes only and does not constitute an invitation or offer to acquire, purchase or subscribe for securities.

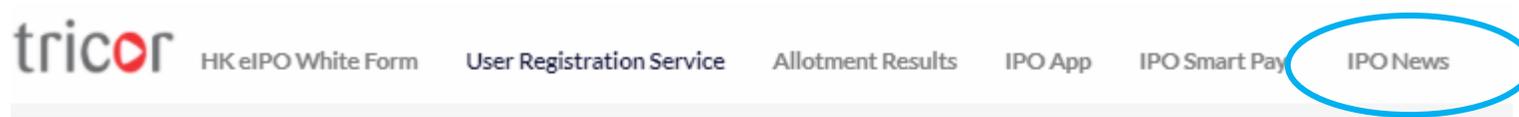
#### STEPS

3. Input your HKID / Passport / HK Business Registration number as provided in your application, press "Search"

# 4 / Other Features

# 4.1 Monitor Latest IPO News

## 1. HOMEPAGE



The screenshot shows the 'IPO News' page. At the top, there is a search bar with the text '02057' and a 'Search' button. The search bar and button are circled in blue. Below the search bar, there are three news items for ZTO EXPRESS-SW (02057.HK):

- ZTO EXPRESS-SW (02057.HK) Opens at \$244, Up 12% vs Listing Price**  
29/09/2020 09:26  
ZTO EXPRESS-SW (02057.HK) +21.200 (+9.725%) , on debut, opened at \$244, up 12% against the listing price of \$218, on volume of 720,000 shares in ...
- ZTO EXPRESS-SW (02057.HK) Opens at \$225.4 in Gray Market, Up 3.4% vs Listing Price**  
28/09/2020 16:20  
ZTO EXPRESS-SW (02057.HK), to be listed tomorrow, opened at \$225.4 in gray market, up 3.4% against the listing price \$218, and last stood at \$231, up...
- ZTO EXPRESS-SW (02057.HK) Fixes Offer Price at \$218 to Raise \$9.8B**  
23/09/2020 04:51  
ZTO EXPRESS-SW (02057.HK) announced that the final offer price has been set at HK\$218 per share.  
The gross proceeds from the Global Offering are expected to be HK\$9.81 billion. The shares of the Company are expected to begin trading next Tuesday ...

### **STEPS**

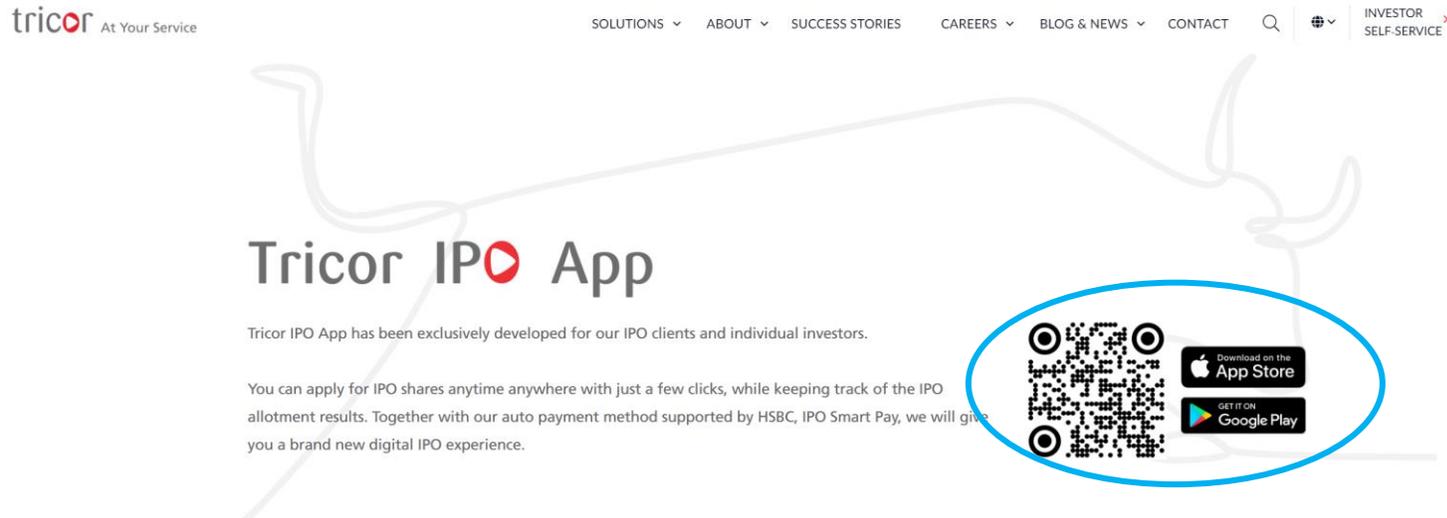
1. Press "IPO News" from the toolbar
2. Search the relevant stock

# 4.2 IPO App

## 1. HOMEPAGE



## 2. DOWNLAOD IPO APP

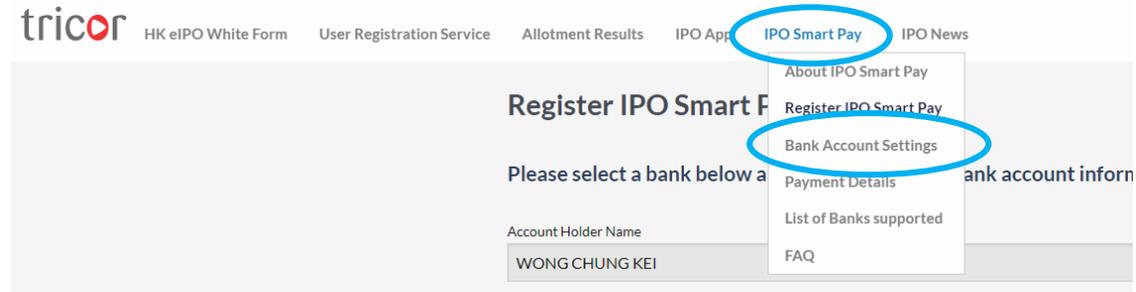


### STEPS

1. Press "IPO App" from the toolbar and you will be directed to the IPO App website
2. Press App Store for Apply devices and Google Play for Samsung devices

# 4.3 Change IPO Smart Pay Settings

## 1. HOMEPAGE



## 2. CHANGE SETTINGS

### IPO Smart Pay Registration Details

Your IPO Smart Pay registration details are listed below. You may also amend the Daily Transfer Limit by clicking "Update Daily Transfer Limit". Should you wish to change your bank account, please deactivate the existing electronic direct debit authorisation by clicking "Deactivate" and register again.

Account Holder Name	Mary Man
Bank Account No.	004 - *****
Mobile No.	+852-xxxxxxx
Registration Date	29/9/52020
Status	Activated
IPO Smart Pay Registration Identifier	D12345678
Daily Transfer Limit	3,000

[Update Daily Transfer Limit](#) [Deactivate](#)

### STEP

1. Press "IPO Smart Pay" from the toolbar and press "Bank Account Settings"
2. Press "Update Daily Transfer Limit" to change the daily transfer limit; Press "Deactivate" if you would like to cancel your account

# 4.4 Switch Language

## 1. HOMEPAGE



### **STEP**

1. Press the language icon on the top right corner and select your preferred language (English / Chinese)

Please feel free to contact us if you have any problems accessing HK eIPO White Form



(852) 3907 7333



Service Hours: During IPO Offer Period 9:00 a.m. to 6:00 p.m.,  
excluding Sunday and Public Holiday in Hong Kong



Founded in 2000, Tricor Services Limited has been the leading business expansion specialist in Asia. Our team of 700+ professionals serves over 10,000 clients across multiple industries, including more than 50% of listed companies and family offices, from Hong Kong and China in full strength.

Tricor Services Limited's business expansion solutions include integrated business management advisory, corporate administration and secretarial services, trust and fiduciary services, and human resource consultation. Tricor Inside, our unique approach to business expansion, empowers companies to seamlessly maneuver from start-up to IPO and beyond.

Take your first step towards business success with Tricor. Join the industry leaders, and get to know more at [www.tricorglobal.com](http://www.tricorglobal.com).



Tricor Group



Tricor Global



TricorHongKong



Tricor Group