

Items to Note in Completing the SSE Program Trading Reporting Form for Northbound Trading Link Investors

DISCLAIMER

The English version of the *Reporting Guidelines* and its annexes is for reference purpose only. The Shanghai Stock Exchange and/or its subsidiaries assume no liability for any form of loss or damage resulting from its use and make no warranty, guarantee, undertaking, or representation, whether expressed or implied, in relation to the accuracy, reliability, availability, accessibility, or completeness of the English version.

The English version is provided to help investors understand the relevant requirements. Please refer to the original Chinese version when filling out the related forms.

Please read the following instructions carefully to ensure the program trading reports of Northbound Trading Link investors comply with the requirements and can be successfully uploaded.

I. File Format and Naming Convention

Information is reported on an incremental basis, i.e., Accounts that have previously reported a particular piece of information do not need to re-submit the same information. On each Northbound Trading Day, each SEHK Participant should consolidate the information collected on that day into the SSE Program Trading Reporting Form for Northbound Trading Link Investors (“**Reporting Form**”) and submit it to SEHK through the designated channel. Any reporting Account that is also an HFT Account must additionally submit the test report for its HFT system and the contingency plan for system failures. Any HFT Account that meets the exemption criteria under *Guidelines No. 2 of Shanghai Stock Exchange on the Application of Securities Trading Rules – Reporting of Program Trading by Northbound Trading Link Investors* (“**Reporting Guidelines**”) must also submit the corresponding supporting documents if they are expressly required.

Each of the above documents should be compressed into ZIP format for submission. Specific submission pathways and requirements will be separately stipulated by SEHK. The format and naming convention for the above documents and the ZIP file are provided in Table 1.

Table 1: File Format and Naming Conventions for Reporting Documents

No.	File	File Format	File Naming Convention	ZIP File Naming Convention
1	Reporting Form	XLSX	SH_PGTD RPT_*****_YYYYMMDD. xlsx This Excel file should contain only one	SH_PGTD RPT_*****_YY YYMMDD.zip This ZIP file should contain

			sheet	only one Excel file
2	Test report for HFT system and contingency plan for system failures (if applicable)	PDF	(1) Test report: SH_HFTRPTST_*****_XXXXXXXXXX XX_YYYYMMDD.pdf (2) Contingency plan: SH_HFTRPCTG_*****_XXXXXXXXXX XX_YYYYMMDD.pdf	SH_HFTRP_*****_YYYYMMDD.zip This ZIP file may contain the additional reporting documents of multiple Accounts in relation to high-frequency trading
3	Supporting documents for claiming exemption from reporting additional information though reaching the high-frequency trading threshold (if applicable)	PDF	(1) Fund management companies that exclusively offer public funds should submit the exemption application form and the Type 9 (asset management) license issued by SFC, respectively named as: SH_HFTEXAPP_*****_XXXXXXXXXX XX_YYYYMMDD.pdf and SH_HFTEXLCC_*****_XXXXXXXXXX XX_YYYYMMDD.pdf (2) SEHK Participants that engage in asset management and meet the relevant requirements should submit the exemption application form and the Type 9 (asset management) license issued by SFC, respectively named as: SH_HFTEXAPP_*****_XXXXXXXXXX XX_YYYYMMDD.pdf and SH_HFTEXLCP_*****_XXXXXXXXXX XX_YYYYMMDD.pdf	SH_HFTEX_*****_YYYYMMDD.zip This ZIP file may contain the supporting documents of multiple Accounts for claiming exemption under the <i>Reporting Guidelines</i>

Note: ***** denotes the 5-digit Participant ID assigned by SEHK. XXXXXXXXXXXX denotes the BCAN assigned by SEHK Participants to investors. YYYY, MM, and DD represent the year, month, and day respectively, which must be consistent with the date on which the report is submitted to SEHK. Non-compliant file names and format will lead to upload failure.

II. Language Requirements

As a general rule, descriptive fields (e.g., “Other Funding Source Description”, “Other Leverage Source Description”, “Primary Strategy Overview”, “Supplemental Strategies Overview”, and “Order Execution Method Overview”) as well as the test report and contingency plan for an HFT system must be completed in Simplified Chinese. English may be used for the few fields that do not have standardized Chinese translations, such as “SEHK Participant”, “Account Name”, and “Program Trading Software”.

III. Requirements for Completing the Reporting Form

Please download the Reporting Form template from the annex to the *Reporting Guidelines* hosted on the SSE website (www.sse.com.cn) or from the designated link on the SEHK website. Do not modify any content or format of the template file aside from the examples. Please complete the fields in strict accordance with Table 2. Non-compliant submissions will result in a failed upload for the ZIP file; in this case, make corrections based on the error messages and re-upload the file.

Table 2: Rules for the Fields of the Reporting Form

No.	Field	Length	Requirements (All fields must be formatted as text)
1	SEHK Participant	C100	Required. Enter the full name of the SEHK Participant. If the uploading participant differs from the trade-executing participant, the full company name of the latter should be provided instead.
2	Participant ID	C5	Required. ID must be a five-digit number and formatted as text to ensure the leading zeroes are preserved. If the uploading participant differs from the trade-executing participant, the Participant ID of the latter should be provided instead.
3	Account Name	C200	Required. Enter the full name of the Account.
4	ID Number	C80	Required if Report Type is “Initial” or “Update”. Enter the identity document number used by the investor to register for BCAN (e.g., the Legal Entity Identifier (LEI) for an institutional investor)
5	Product Code (optional)	C50	Optional.
6	BCAN	C10	Required. (1) Enter the unique BCAN (Broker-to-Client Assigned Number) assigned by the SEHK Participant to the Northbound Program Trader. 3 to 10 characters long. (2) Each BCAN may submit only one report in the file uploaded on the same day, or the upload shall fail. (3) The Participant ID and BCAN will be validated to ensure they exist and are valid. Invalid entry will result in a failed upload.
7	Asset Management Company	C200	Skippable. For an Account of a product, enter the full name of the asset management company of that product.
8	Report Type	C6	Required. Choose one of the following options: <ul style="list-style-type: none"> • Initial • Update • Termination (1) Enter “Initial” for a first-time filer. The last report must be “Termination” or have never been filed. (2) In the case of “Update”, the last report must be “Initial” or “Update”. Enter the updated information in the corresponding cell, and re-enter the previously reported information in all other cells. (3) In the case of “Termination”, the last report must be “Initial” or “Update”. Enter the SEHK Participant, Participant ID, Account Name, BCAN, and Reporting Date. All other fields are optional.
9	Reporting Date	C8	Required. Formatted as YYYYMMDD, which will be validated. The Reporting Date must not be later than the report submission date.
10	Designate One SEHK Participant to	C1	Required if Report Type is “Initial” or “Update”.

No.	Field	Length	Requirements (All fields must be formatted as text)
	Report Funding Information		<p>Choose one of the following options:</p> <ul style="list-style-type: none"> • Yes • No <p>If “Yes”, the institutional investor may select one SEHK Participant and fill out the funding information for the Accounts (including Account Size, Source of Funds, Other Funding Source Description, Source Breakdown, Leverage Amount, Source of Leverage, Other Leverage Source Description, and Leverage Ratio) on a consolidated basis. For the Accounts opened with the same ID Number but through other SEHK Participants, the institutional investor should not provide the above information a second time, but rather write “Reported via other SEHK Participant” in the corresponding fields.</p>
11	Account Size (RMB 10,000)	C30	<p>Required if Report Type is “Initial” or “Update”. Maximum two decimal places; integers allowed. Please note that the unit is RMB 10,000.</p> <p>If selecting only one SEHK Participant for reporting funding information, enter “Reported via other SEHK Participant” in the reports submitted to the other participants.</p>
12	Source of Funds	C30	<p>Required if Report Type is “Initial” or “Update”. Enter one or more of the following choices, separated by a (half-width) semicolon (;), e.g., “Proprietary capital; Leveraged capital”:</p> <ul style="list-style-type: none"> • Proprietary capital; • Raised capital; • Leveraged capital; • Other. <p>Please strictly follow the four categories above, or the submission shall fail.</p> <p>If selecting only one SEHK Participant for reporting funding information, enter “Reported via other SEHK Participant” in the reports submitted to the other participants.</p>
13	Other Funding Source Description	C200	<p>Required if Source of Funds includes “Other”, skippable if otherwise.</p> <p>If selecting only one SEHK Participant for reporting funding information, enter “Reported via other SEHK Participant” in the reports submitted to the other participants.</p>
14	Source Breakdown	C50	<p>Required if Report Type is “Initial” or “Update”.</p> <p>(1) For single-source funding, enter “[source] 100%”. For multiple sources, indicate the share of the different sources, separated by a semicolon (;).</p> <p>(2) Sources must be consistent with those indicated in “Source of Funds” and must add up to a 100% share. For example, if “Source of Funds” is “Proprietary capital; Raised capital”, then “Source Breakdown” can be “Proprietary capital 80%; Raised capital 20%”.</p>

No.	Field	Length	Requirements (All fields must be formatted as text)
			(3) If selecting only one SEHK Participant for reporting funding information, enter “Reported via other SEHK Participant” in the reports submitted to the other participants.
15	Leverage Amount (RMB 10,000)	C30	<p>Required if Report Type is “Initial” or “Update”.</p> <p>(1) Maximum two decimal places; integers allowed. Please note that the unit is RMB 10,000.</p> <p>(2) Enter “0” if Source of Funds does not include “Leveraged capital”, i.e., the Account is unleveraged.</p> <p>(3) Enter a number greater than 0 if Source of Funds includes “Leveraged capital”.</p> <p>(4) The amount of leveraged capital should not exceed the Account Size.</p> <p>(5) If selecting only one SEHK Participant for reporting funding information, enter “Reported via other SEHK Participant” in the reports submitted to the other participants.</p>
16	Source of Leverage	C30	<p>Required if “Source of Funds” includes “Leveraged capital”, skippable if otherwise. Enter one or more of the following choices, and separate multiple selections with semicolon (;). e.g., “Margin trading & securities lending;OTC derivatives”:</p> <ul style="list-style-type: none"> • Margin trading & securities lending • OTC derivatives • Other <p>If selecting only one SEHK Participant for reporting funding information, enter “Reported via other SEHK Participant” in the reports submitted to the other participants.</p>
17	Other Leverage Source Description	C200	<p>Required if “Source of Leverage” includes “Other”, skippable if otherwise.</p> <p>If selecting only one SEHK Participant for reporting funding information, enter “Reported via other SEHK Participant” in the reports submitted to the other participants.</p>
18	Leverage Ratio (%)	C20	<p>Required if Report Type is “Initial” or “Update”.</p> <p>(1) Formula: total assets / net assets.</p> <p>(2) Enter the number directly with up to two decimal places, without the percentage sign. For example, enter “200” if the leverage ratio is 200%.</p> <p>(3) Enter “100” if Source of Funds does not include “Leveraged capital”, i.e., the Account is unleveraged.</p> <p>(4) Enter a number greater than 100 if Source of Funds includes “Leveraged capital”.</p> <p>(5) Values below 100 will cause the upload to fail.</p> <p>(6) If selecting only one SEHK Participant for reporting funding information, enter “Reported via other SEHK Participant” in the reports submitted to the</p>

No.	Field	Length	Requirements (All fields must be formatted as text)
			other participants.
19	Securities Traded	C20	Required if Report Type is “Initial” or “Update”. Enter one or more of the following choices. Separate multiple selections with semicolon (;): <ul style="list-style-type: none"> • Stocks • Funds
20	Quantitative Trading	C1	Required if Report Type is “Initial” or “Update”. Enter one of the following choices: <ul style="list-style-type: none"> • Yes • No
21	Primary Strategy	C20	Required if “Quantitative Trading” is “Yes”, skippable if otherwise. Enter one of the following only: <ul style="list-style-type: none"> • Enhanced indexing • Market neutral • Long-short equity • Quantitative long-only • Managed futures (CTA) • IPO participation • Quantitative arbitrage • Intraday trading • Other
22	Other Primary Strategy	C200	Required if “Primary Strategy” is “Other”, skippable if otherwise.
23	Primary Strategy Overview	C500	Required if “Primary Strategy” is filled out, skippable if otherwise.
24	Supplemental Strategies	C50	Skippable. Enter up to two of the following choices, separated by a semicolon (;): <ul style="list-style-type: none"> • Enhanced indexing • Market neutral • Long-short equity • Quantitative long-only • Managed futures (CTA) • IPO participation • Quantitative arbitrage • Intraday trading • Other
25	Other Supplemental Strategies	C200	Required if “Supplemental Strategies” includes “Other”, skippable if otherwise.
26	Supplemental Strategies Overview	C500	Required if “Supplemental Strategies” is filled out, skippable if otherwise.
27	Futures Market Account Name (optional)	C200	Optional.
28	Futures Market Account Code (optional)	C300	Optional.
29	Order Execution Method	C50	Required if Report Type is “Initial” or “Update”. Enter one or more of the following choices. Separate multiple selections with semicolon (;):

No.	Field	Length	Requirements (All fields must be formatted as text)
			<ul style="list-style-type: none"> • TWAP • VWAP • POV • Other
30	Other Method Description	C500	Required if “Order Execution Method” includes “Other”, skippable if otherwise.
31	Order Execution Method Overview	C500	Required if Report Type is “Initial” or “Update”.
32	Maximum Order Rate (Order/Second)	C20	Required if Report Type is “Initial” or “Update”. Enter one of the following choices: <ul style="list-style-type: none"> • 500 and above • 300 to 499 • 100 to 299 • Below 100 Enter the choice exactly as shown above or the submission shall fail. For example, if the Account’s maximum order rate is 400 orders/second, enter “300 to 499”.
33	Maximum Daily Order Count (Order/Day)	C20	Required if Report Type is “Initial” or “Update”. Enter one of the following choices: <ul style="list-style-type: none"> • 25,000 and above • 20,000 to 24,999 • 15,000 to 19,999 • 10,000 to 14,999 • Below 10,000 Enter the choice exactly as shown above or the submission shall fail. For example, if the Account’s maximum daily order count is 30,000 orders/day, enter “25,000 and above”.
34	Program Trading Software and Version	C200	Required if Report Type is “Initial” or “Update”. Separate multiple software programs with semicolon (;).
35	Program Trading Software Developer	C200	Required if Report Type is “Initial” or “Update”. Separate multiple developers with semicolon (;).
36	HFT Server Location	C100	(1) The specific address of the HFT server must be provided if the reported Maximum Order Rate is 300 orders/second or higher or the reported Maximum Daily Order Count is 20,000 or higher without qualifying for the exemption. (2) Enter “Exempted” if exempt under Article 7 of the <i>Reporting Guidelines</i> . (3) Skippable if neither the Maximum Order Rate nor the Maximum Daily Order Count is above the thresholds.
37	SEHK Participant Contact (optional)	C80	Optional.
38	SEHK Participant Contact Details (optional)	C80	Optional.
39	Investor’s Business Manager (optional)	C80	Optional.

No.	Field	Length	Requirements (All fields must be formatted as text)
40	Investor's Business Manager Contact Details (optional)	C80	Optional.
41	Test Report & Contingency Plan Upload Status	C5	<p>Required if Report Type is "Initial" or "Update". Enter one of the following choices:</p> <ul style="list-style-type: none"> • Yes • No • Exempted <p>(1) Enter "Yes" and upload the test report and contingency plan if the reported Maximum Order Rate is 300 orders/second or higher or the reported Maximum Daily Order Count is 20,000 or higher without qualifying for the exemption.</p> <p>(2) Enter "Exempted" if exempt under Article 7 of the <i>Reporting Guidelines</i>.</p> <p>(3) Enter "No" if this field does not apply.</p>
42	QFI Code	C50	Required if the investor is a QFI and wishes to be exempt from additional reporting requirements related to high-frequency trading as permitted by the split-order provision, skippable if otherwise.

For fields that permit the selection of one or more answers, make sure there is **no** space or line break before, after, or between each answer, and that no answer is selected twice.

These fields are: Report Type, Designate One SEHK Participant to Report Funding Information, Source of Funds, Source of Leverage, Securities Traded, Quantitative Trading, Primary Strategy, Supplemental Strategies, Order Execution Method, Maximum Order Rate, Maximum Daily Order Count, and Test Report & Contingency Plan Upload Status.