

User Guide

for

User Admin

of

Bond Connect Company Limited
("E-Filing System")

Version: 1.4
15 June 2020

DOCUMENT OBJECTIVES

This document aims to provide a detailed picture to **User Admins** of the BCCL E-Filing System on each function of the BCCL E-Filing System. Step by step instructions and respective Screenshots are provided to ensure that users could accomplish tasks with ease and convenience.

TABLE OF CONTENTS

DOCUMENT OBJECTIVES.....	2
TABLE OF CONTENTS	3
1. INTRODUCTION	4
2. REGISTRATION.....	4
3. LOGIN	6
4. PROFILE AND PASSWORD MANAGEMENT.....	6
5. REASSIGN ADMIN USER	7
6. SYSTEM ANNOUNCEMENT.....	7
7. SHARE BC CODE TO OTHER USERS FOR REGISTRATION	8
8. MANAGE USER REGISTRATION	8
9. MANAGE USER ACCESS.....	9
9.1 Deactivate a User	9
9.2 Activate a User	10

1. INTRODUCTION

The BCCL E-Filing system is a web-based platform designed to provide a means to facilitate and process the submission of applications and supporting documentations through the internet for the purposes of Bond Connect scheme admission. The E-Filing system enables prospective overseas investors to submit applications and Bond Connect Company Limited (BCCL) to provide admission assistance and guidance during onboarding process.

2. REGISTRATION

An investor needs to have an active User Admin account first in order to proceed with E-Filing process. The role of a User Admin is to manage entity users who will submit E-Filing applications. Each entity can have one User Admin account.

Steps to register a User Admin account:

1. Open your browser and the E-Filing system homepage:
<https://efiling.chinabondconnect.com/index.html>

The screenshot displays the E-Filing System homepage. At the top left is the '債券通 BOND CONNECT' logo. At the top right are icons for a refresh button and an email icon, followed by the text 'E-Filing System'. The main content area features a large graphic of a globe with various icons representing different aspects of the system. Below this graphic is a login form with fields for 'Email', 'Password', and 'Verification Code'. There is a 'Forgot Password' link next to the password field. A 'LOGIN' button is at the bottom right of the form. Below the login form, the text 'E-Filing System' is followed by a brief description of the system's purpose. Further down, there is a section titled 'What type of user are you:' with two options: 'User Admin' and 'User'. Each option has a description of its role and a corresponding 'Register as a User Admin' or 'Register as a User' button. At the bottom, there is a 'Steps and Procedure:' section with five numbered steps: 1. Register as User Admin, 2. Register as a User with BC code, 3. Start application process, 4. Collect Official Filing Notice, and 5. Upload any outstanding files. A 'User guide' link with a download icon is also present.

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E-Filing System

User Admin

User

What type of user are you:

Register as a User Admin

Register as a User

Steps and Procedure:

Step 1: Register as User Admin. Once the registration is approved by BCCL Admin, a unique BC code will be sent to the registered email address.

Step 2: Register as a User with BC code obtained from User Admin. User Admin to grant approval to User.

Step 3: Start application process, with BCCL admin's review and guidance for form optimization. Upon finalisation, signed forms with either official seal or signature will be submitted to PBDC via BCCL.

Step 4: Collect Official Filing Notice if application is approved; or conduct necessary filing form revision and provision of supplementary documents if requested by PBDC.

Step 5: Upload any outstanding files as required by BCCL to ensure proper operational setup.

User guide

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2. Click “Register as a User Admin” button to register.



The screenshot shows the 'Admin Registration Form' for the E-Filing System. The form includes the following fields: Full Name of Entity, Are you a custodian? (Yes/No), Full Name of Admin, Office Phone, Mobile Phone, Email, Password, Confirm Password, and Verification Code. A 'Submit' button is at the bottom right. Below the form, there is a 'Terms and Conditions' section with a disclaimer and a small 'I TRAEU' logo.

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3. Enter all the mandatory information and read the “Terms and Conditions”. Submit the registration for BCCL to review.

efiling.chinabondconnect.com says

Registration Submitted.

BCCL Onboarding Team will review your application and get back to you within 1-3 business days.

Thank you!

OK

4. Once your registration has been confirmed, you will receive a confirmation email.
5. You may now login to manage entity users.

3. LOGIN

Steps to login as User Admin:

1. Open your browser and the E-Filing system homepage

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E-Filing System

User Admin

User

What type of user are you:

User Admin

Each eligible incorporated entity shall have only one user admin account to manage all users under the entity. User admin will be able to open access right to eligible users, and lock or unlock user accounts.

Register as a User Admin

User

User account is mainly used to submit applications and supporting documentations through E-Filing System. Each entity could have multiple user accounts to manage onboarding applications. To register as a user, please obtain an entity BC code from user admin.

Register as a User

User guide

Steps and Procedure:

Step 1: Register as User Admin. Once the registration is approved by BCCCL Admin, a unique BC code will be sent to the registered email address.

Step 2: Register as a User with BC code obtained from User Admin. User Admin to grant approval to User.

Step 3: Start application process, with BCCCL admin's review and guidance for form optimization. Upon finalisation, signed forms with either official seal or signature will be submitted to PSOC via BCCCL.

Step 4: Collect Official Filing Notice if application is approved; or conduct necessary filing form revision and provision of supplementary documents if requested by PSOC.

Step 5: Upload any outstanding files as required by BCCCL to ensure proper operational setup.

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2. At the login section, choose Admin and enter email, password and Captcha to login.

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E-Filing System


WELCOME Gary Wu testing

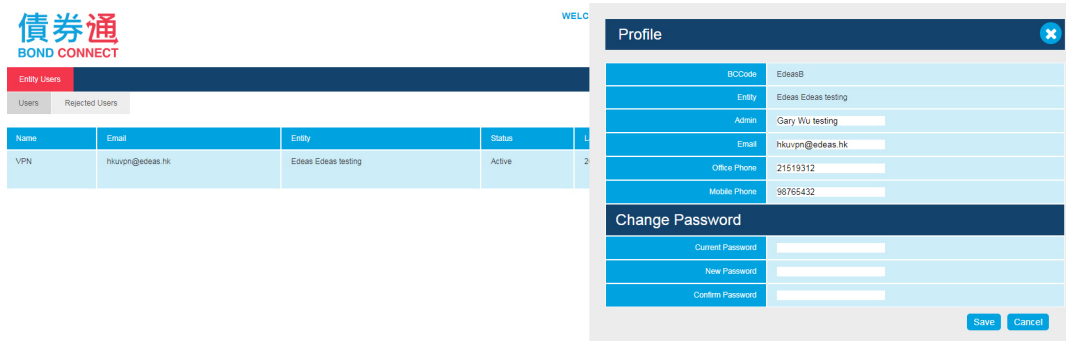
Entity Users

Name	Email	Entity	Status	Last Update
------	-------	--------	--------	-------------

4. PROFILE AND PASSWORD MANAGEMENT

User Admin can manage his/her profile and change the password.

1. Click  to call out the profile layer.



Name	Email	Entity	Status
VPN	hkupn@edeas.hk	Edeas Edeas testing	Active

Profile

BCode	EdeasB
Entity	Edeas Edeas testing
Admin	Gary Wu testing
Email	hkupn@edeas.hk
Office Phone	21519312
Mobile Phone	96765432

Change Password


Current Password	
New Password	
Confirm Password	

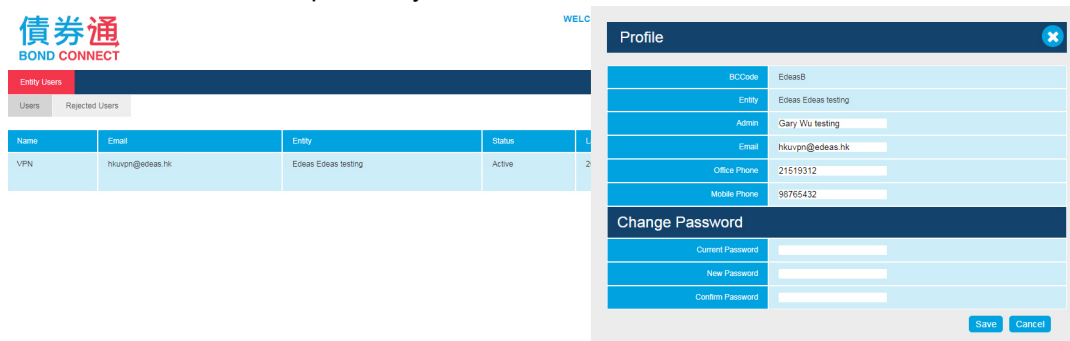
Save Cancel

2. You can edit your Name, Position, Office phone number and Mobile phone number. To change password, type in your current password, your new password and retype the new password.
3. Click the “Save” button to save your changes.

5. REASSIGN ADMIN USER

User Admin can reassign the Admin Role to someone else.

1. Click  to call out the profile layer.



Name	Email	Entity	Status
VPN	hkupn@edeas.hk	Edeas Edeas testing	Active

Profile

BCode	EdeasB
Entity	Edeas Edeas testing
Admin	Gary Wu testing
Email	hkupn@edeas.hk
Office Phone	21519312
Mobile Phone	96765432


Change Password

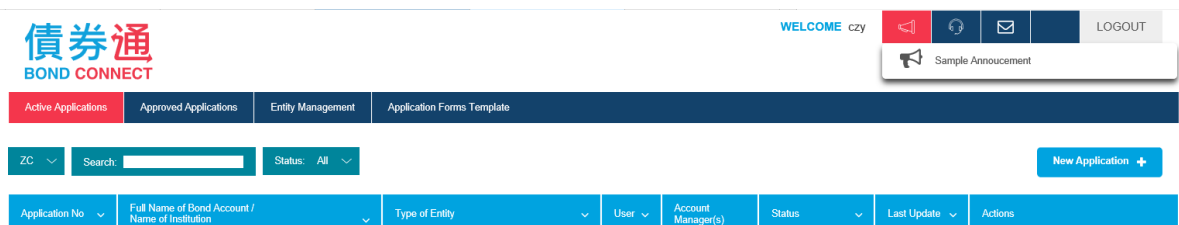
Current Password	
New Password	
Confirm Password	

Save Cancel

2. You can reassign the Admin Role by changing Email Address.
3. Click the “Save” button to save your changes.

6. SYSTEM ANNOUNCEMENT

Whenever there is a system announcement, you will see  at the header. Click on it to show the announcement.



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Sample Announcement

Active Applications | Approved Applications | Entity Management | Application Forms Template

ZC Search: Status: All

New Application

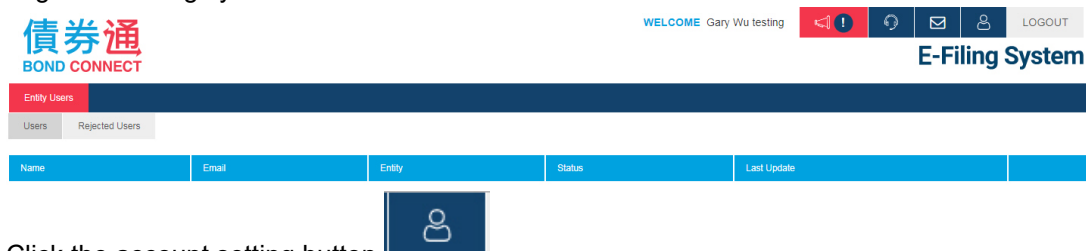
Application No	Full Name of Bond Account / Name of Institution	Type of Entity	User	Account Manager(s)	Status	Last Update	Actions
----------------	---	----------------	------	--------------------	--------	-------------	---------

7. SHARE BC CODE TO OTHER USERS FOR REGISTRATION

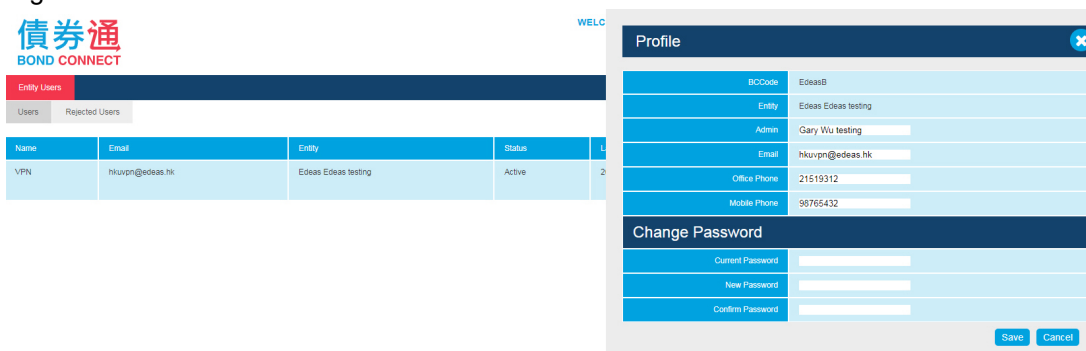
A BC Code is required to register additional users under your entity. Once your admin account has been activated, you can retrieve the BC Code from the confirmation email or at the account setting page .

Steps to retrieve the BC Code:

1. Login to E-Filing system



2. Click the account setting button .
3. You can find the BC code under the Profile section and may share it to other users for registration.



8. MANAGE USER REGISTRATION

Whenever a new entity user submits registration on the E-Filing System, User Admin needs to log in to the system to approve access before the user can work on E-Filing Applications for the entity.

Steps to approve a user:

1. Whenever a user account is registered under your entity, User Admin will receive a notification email.

2. Login to the E-Filing system to review the registration.

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E-Filing System

Entity Users

Users Rejected Users

Name	Email	Entity	Status	Last Update	
VPN	hkuvpn@edeas.hk	Edeas Edeas testing	Pending	2019-11-11 12:22:24	! + ✓
Shawn in	441305953@qq.com	BBP	Pending	2019-09-24 14:29:43	! + ✓
App dev	app.dev@edeas.hk	Edeas Limited	Active	2019-06-06 17:27:43	! ✕

3. Click  to review user information.

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Entity Users

Users Rejected Users

Name	Email	Entity	Status	Last Update
VPN	hkuvpn@edeas.hk	Edeas Edeas testing	Pending	2019-11-11 12:22:24

Entity User Details

Email	hkuvpn@edeas.hk
Status	Pending
Name	VPN
Entity	Edeas Edeas testing
Title	officer
Office Phone	28824512
Mobile Phone	98765432
Create Date	2019-11-11 11:56:16
Last Update	2019-11-11 11:56:16
Last Login	

4. Click  to approve the user application. A reminder message will be shown for confirmation purpose. Pick one type of access right and confirm.

Reminder – User Admin Beware!

Administrator be alert as you approve a new user account. You need to choose between "Edit" and "Read-Only".

By assigning "Edit", you have confirmed with us that you agree to let the holder of the newly approved user account to read and edit all application documents and forms of user accounts administered by you under the same entity group, including those documents and forms of accounts other than the newly approved user account.

By assigning "Read-Only", you have confirmed with us that you agree to let the holder of the newly approved user account to read but only read all application documents and forms of user accounts administered by you under the same entity group, including those documents and forms of accounts other than the newly approved user account.


Your action shall determine the access rights in relation to a new user account, and we take it that you agree to be responsible for your choice.

☐ Assign EDIT access to the user

☐ Assign READ-ONLY access to the user

Confirm

Cancel

5. Click  to reject the user.

9. MANAGE USER ACCESS

9.1 Deactivate a User

Steps to deactivate a user:

1. Review the list of users under your entity.

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E-Filing System

Entity Users

Users Rejected Users

Name	Email	Entity	Status	Last Update	
VPN	hkuvpn@edeas.hk	Edeas Edeas testing	Pending	2019-11-11 12:22:24	! + ✓
Shawn in	441305953@qq.com	BBP	Pending	2019-09-24 14:29:43	! + ✓
App dev	app.dev@edeas.hk	Edeas Limited	Active	2019-06-06 17:27:43	! ✕

2. Click  to deactivate the target user.

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E-Filing System

Entity Users

Users Rejected Users

bcefile.edeasspace.com says

You are going to disallow this user to handle applications for your entity. Proceed?

OK Cancel

Name	Email	Entity	Status	Last Update	
VPN	hkuvpn@edeas.hk	Edeas Edeas testing	Active	2019-11-11 12:22:24	! ✕
Shawn in	441305953@qq.com	BBP	Pending	2019-09-24 14:29:43	! + ✓
App dev	app.dev@edeas.hk	Edeas Limited	Active	2019-06-06 17:27:43	! ✕

3. Once deactivated, the target user will no longer have access right to your entity.

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E-Filing System

Entity Users

Users Rejected Users

Name	Email	Entity	Status	Last Update	
VPN	hkuvpn@edeas.hk	Edeas Edeas testing	Active	2019-11-11 12:22:24	! ✕
Shawn in	441305953@qq.com	BBP	Pending	2019-09-24 14:29:43	! + ✓
App dev	app.dev@edeas.hk	Edeas Limited	Denied	2019-06-06 17:27:43	! ✓

9.2 Assign User Access right

1. Review the list of users for your Company.

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WELCOME Gary admin


E-Filing System

Entity Users

Users Rejected Users

Name	Email	Entity	Status	Last Update	
VPN	hkuvpn@edeas.hk	Edeas Edeas testing	Active	2019-11-11 12:22:24	! ✕
Shawn in	441305953@qq.com	BBP	Pending	2019-09-24 14:29:43	! + ✓
App dev	app.dev@edeas.hk	Edeas Limited	Denied	2019-06-06 17:27:43	! ✓

2. Click  to assign a new access right to the user.



System Upgrade – User Admin Beware!

Administrator be alert that our E-Filing System has been upgraded! Now, you can choose between “Edit” and “Read-Only” in relation to an established user account, as opposed to “Edit” being the access rights by default previously.

By clicking “Edit”, you have confirmed with us that you agree to let the holder of this user account to read and edit all application documents and forms of user accounts administered by you under the same entity group, including those documents and forms of accounts other than this user account.

By clicking “Read-Only”, you have confirmed with us that you agree to let the holder of this user account to read but only read all application documents and forms of user accounts administered by you under the same entity group, including those documents and forms of accounts other than this user account.

Your action shall redefine the access rights in relation to an established user account, and we take it that you agree to be responsible for your choice.

☐ Assign **EDIT** access to the user

☒ Assign **READ-ONLY** access to the user

Confirm

Cancel

3. Once activated, the target user will have updated access right to your entity.