

User Guide

for

User

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 **Users** 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 MANAGEMNET..... | 7 |
| 5. SYSTEM ANNOUNCEMENT | 7 |
| 6. APPLICATION FORMS TEMPLATE..... | 7 |
| 7. ENTITY MANAGEMENT | 8 |
| 8. SETTINGS..... | 9 |
| 9. APPLICATION MANAGEMENT | 10 |
| 9.1 Create New Application..... | 10 |
| 9.2 Manage Existing Applications | 10 |
| 9.2.1 Application Workflow (Translation Service Required) | 10 |
| Step 1: New Filing (User actions required) | 11 |
| Step 2: Form Optimization (BCCL) | 11 |
| Step 3: User Revision (User actions required)..... | 11 |
| Step 4: BCCL Translation (BCCL) | 11 |
| Step 5: Translation Review (User actions required) | 11 |
| Step 6: Application Execution (User actions required)..... | 12 |
| Step 7: PBOC Review (BCCL)..... | 12 |
| Step 8: Approved (User actions required)..... | 12 |
| 9.2.2 Application Workflow (Own Translation) | 12 |
| Step 1: New Filing (User actions required) | 13 |
| Step 2: Form Optimization (BCCL) | 13 |
| Step 3: User Revision (User actions required)..... | 13 |
| Step 4: Application Execution (User actions required)..... | 13 |
| Step 5: PBOC Review (BCCL)..... | 14 |
| Step 6: Approved (User actions required)..... | 14 |
| 9.3 Approved Applications..... | 14 |
| 9.4 Batch Applications | 14 |
| 9.5 Cancel Application..... | 15 |
| 9.6 Application Management for Different Entities | 16 |

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 an online portal for the purpose 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 account in order to manage applications in the E-Filing System. The number of users under an entity is not limited.

Steps to register a User 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 is the 'E-Filing System' header with a refresh and mail icon. The main content area features a large graphic of a globe with various icons representing global connectivity. Below this is a login form with fields for Email, Password, and Verification Code, a 'Forgot Password' link, and a 'LOGIN' button. Below the login form is a section titled 'E-Filing System' with a brief description of the platform'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 and a 'Register as a User Admin' or 'Register as a User' button. At the bottom, there is a 'Steps and Procedure:' section with five steps: Step 1 (Register as User Admin), Step 2 (Register as a User with BC code), Step 3 (Start application process), Step 4 (Collect Official Filing Notice), and Step 5 (Upload any outstanding files). A 'User guide' link is also present.

債券通
BOND CONNECT

E-Filing System

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

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 PBOC via BCCL.

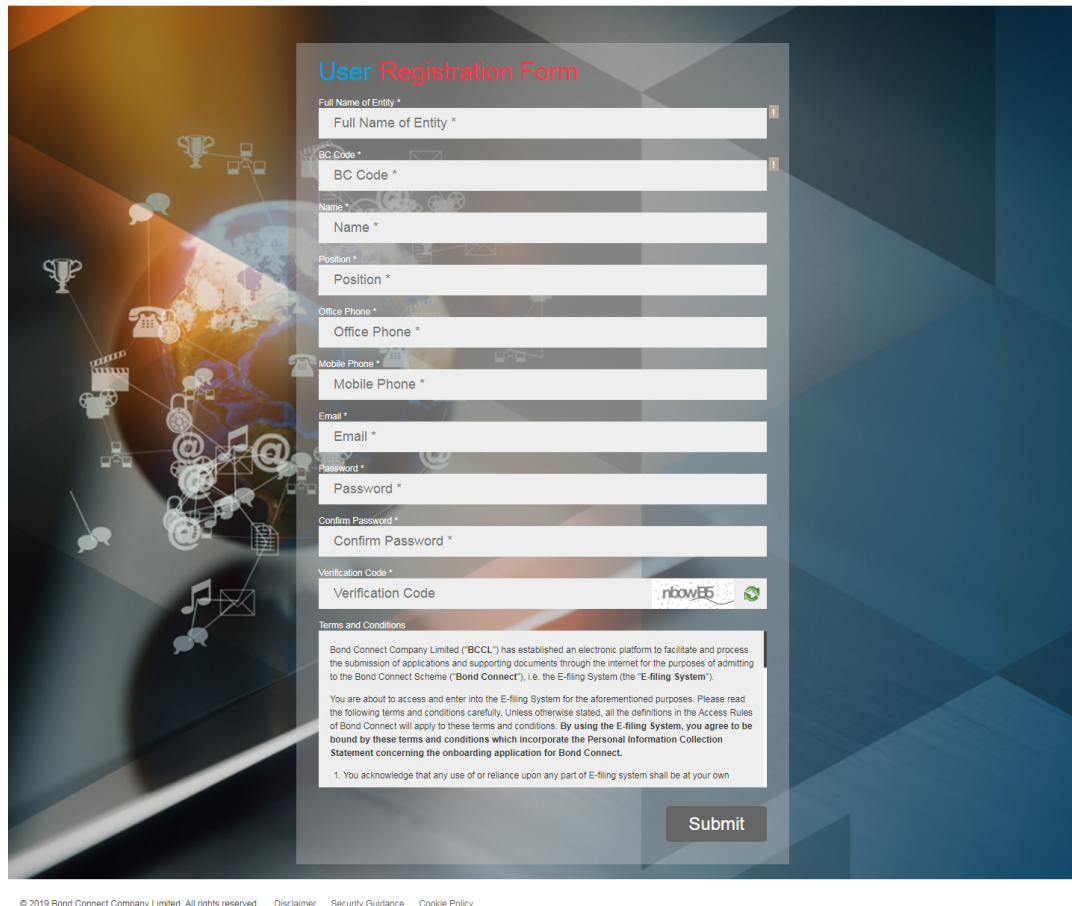
Step 4
Collect Official Filing Notice if application is approved, or conduct necessary filing form revision and provision of supplementary documents if requested by PBOC.

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

User guide

© 2019 Bond Connect Company Limited. All rights reserved. Disclaimer Security Guidance Cookie Policy

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



The screenshot shows a 'User Registration Form' with the following fields: Full Name of Entity *, BC Code *, Name *, Position *, Office Phone *, Mobile Phone *, Email *, Password *, Confirm Password *, and Verification Code *. The Verification Code field includes a 'nbayB5' logo. Below the fields is a 'Terms and Conditions' section with a disclaimer and a 'Submit' button. The background features a globe with various icons representing business and technology.

© 2019 Bond Connect Company Limited. All rights reserved. Disclaimer Security Guidance Cookie Policy

3. Enter all the mandatory information together with the BC code you get from your User Admin. Read the “Terms and Conditions” then submit the registration for User Admin to approve.

efiling.chinabondconnect.com says

Registration Submitted.

Please contact your entity user admin for account activation.

Thank you!

OK

4. Once your User Admin have reviewed and approved your application, you will receive a confirmation email.
5. You may now login to manage applications.

3. LOGIN

Steps to login as User:

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

債券通 BOND CONNECT

E-Filing System

© 2019 Bond Connect Company Limited. All rights reserved. [Disclaimer](#) [Security Guidance](#) [Cookie Policy](#)

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

債券通 BOND CONNECT

E-Filing System

WELCOME VPN [Logout](#)


Active Applications Approved Applications Entity Management Application Forms Template

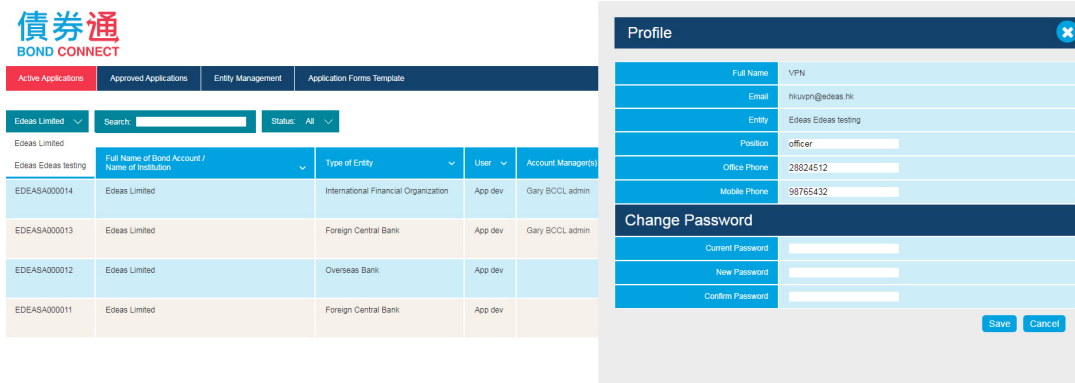
Edeas Ideas testing Search: Status New Application +

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

4. PROFILE AND PASSWORD MANAGEMENT

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

1. Click  to call out the profile layer.




The screenshot shows the BOND CONNECT interface. On the left, there's a table of applications. On the right, a modal window titled 'Profile' is open, showing fields for Full Name, Email, Entity, Position, Office Phone, and Mobile Phone. Below this is a 'Change Password' section with fields for Current Password, New Password, and Confirm Password. 'Save' and 'Cancel' buttons are at the bottom right of the modal.

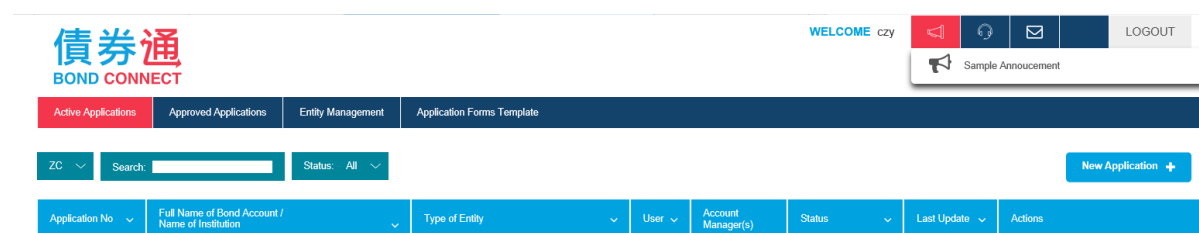
| Full Name | VPN |
|--------------|---------------------|
| Email | hkuvpn@edeas.hk |
| Entity | Edeas Edeas testing |
| Position | officer |
| Office Phone | 26824512 |
| Mobile Phone | 98765432 |

| Current Password | |
|------------------|--|
| New Password | |
| Confirm Password | |

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. SYSTEM ANNOUNCEMENT

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



The screenshot shows the BOND CONNECT interface. At the top right, there's a 'WELCOME cxy' message and a 'LOGOUT' button. Below this, a red announcement icon is visible. A dropdown menu is open, showing 'Sample Announcement'. The main content area has a table of applications.


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

6. APPLICATION FORMS TEMPLATE

User may retrieve application forms template for different types of entities for reference.

1. Go to Application Forms Template section.

| Application Documents | | Financial Institutions | | | Foreign Central Bank/Sovereign Wealth Fund 境外央行 / 主权财富基金 |
|-----------------------|---|-------------------------------|----------------------------------|----------------|---|
| | | Incorporated Entities 法人机构 | Unincorporated Entities 非法人机构 | | |
| | | | Funds / Products | Mandates / SMA | |
| Annex 2-1 | CIBM Registration Application Form 银行间债券市场准入备案申请书 | ✓ | ✓ | ✓ | |
| Annex 1 | Registration Form of Overseas Institutional Investors in China's Inter-Bank Bond Market (For Incorporated Entities) 境外机构投资者投资中国银行间债券市场备案表 (法人类) | ✓ | | | |
| Annex 2 | Registration Form of Overseas Institutional Investors in China's Inter-Bank Bond Market (For Unincorporated Entities) 境外机构投资者投资中国银行间债券市场备案表 (非法人类) | | ✓ | ✓ | |
| Annex 2-4 | Letter of Authorization to Registration Agent 备案委托书 | ✓ | ✓ | ✓ | |
| Annex 3 | Bond Connect Investors Business Application Form/Compliance Commitment Statement for Investing in China Interbank Bond Market 债券通 境外投资者业务申请表/承诺函 | ✓ | ✓ | ✓ | ✓ |
| Annex 6 | Undertaking to the Bond Connect Company Limited | ✓ | ✓ | ✓ | |
| Annex 7 | Compliance Statement for Mandates 合规声明 | | | ✓ | |
| Annex * | Chinese Inter-Bank Market Investment Registration Form 中国银行间市场投资备案表 | | | | ✓ |


2. You will see a list of different forms needed for different entity categories.
3. You can click  to download the application forms template in WORD format for reference.

7. ENTITY MANAGEMENT

User can apply for access to applications under other entities.

1. Go to Entity Management section.

| Entity | Status | Approve Date |
|---------------------|--------|--------------|
| Edeas Edeas testing | Active | 2019-11-11 |

2. Click  to show the interface to add another entity.

| Entity | Status | Approve Date |
|---------------------|--------|--------------|
| Edeas Edeas testing | Active | 2019-11-11 |

- Fill in the “Entity Name” and “BC Code” you get from the new entity admin, then click “Apply”.

- When your access to the other entity has been granted, the entity status will change from “Pending” to “Active”.

- You will then have access to applications under the new entity.

8. SETTINGS

User can adjust settings to subscribe/unsubscribe system notification emails.

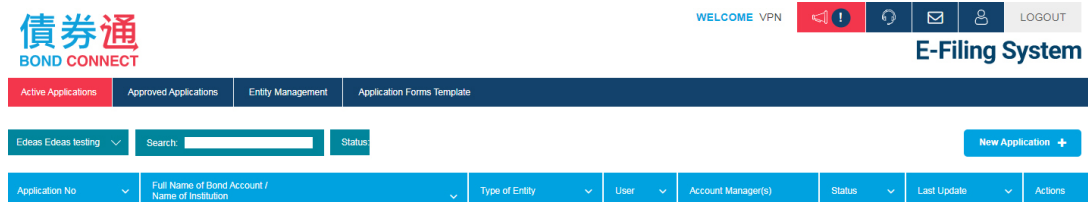
- After log in, Go to  at top right corner.
- Adjust subscription settings by clicking the switch.


- Click the “Save” button to save your changes.

9. APPLICATION MANAGEMENT


9.1 Create New Application



User can create new Bond Connect applications.




1. Go to the “Active Applications” tab and click .
2. Once a new application has been created, user may follow the steps to fill in the forms.

Please click  to save the input.

3. When ready, please click  to submit the application for BCCL to review.

*After an application has been created, User can leave a question / comment anytime by clicking  to call out the message board. Whenever there is an unread message, the icon will be highlighted in red .

| Application No | Full Name of Bond Account / Name of Institution | Type of Entity | User | Account Manager(s) | Status | Last Update | Actions |
|----------------|---|--|------|--------------------|----------------|-------------|---|
| ZC000039 | ZC | Unincorporated Product of Overseas Insurance Company | czy | | New Filing 1/6 | 2020-04-08 |     |

9.2 Manage Existing Applications

User can manage existing Bond Connect Applications under “Active Applications” tab.





9.2.1 Application Workflow (Translation Service Required)

| Steps | Status | User Actions Required |
|-------|------------------------|-----------------------|
| 1 | New Filing | Y |
| 2 | BCCL Form Optimization | |
| 3 | User Revision | Y |
| 4 | BCCL Translation | |
| 5 | Translation Review | Y |
| 6 | Application Execution | Y |

| | | |
|---|----------------------|---|
| 7 | PBoC Review | |
| 8 | Application Approved | Y |

Step 1: New Filing (User actions required)

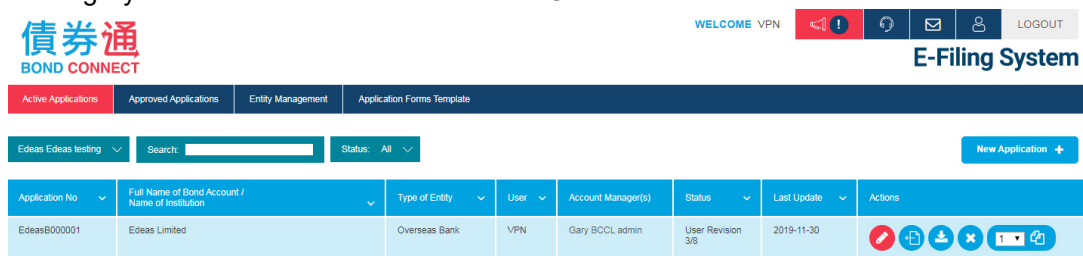
1. User to create and work on the application. 
2. Once the forms have been filled out, please click  to proceed to the next step.

Step 2: Form Optimization (BCCL)



1. The application is under BCCL review.

Step 3: User Revision (User actions required)

1. Once BCCL has provided feedback and comments, the application will go to User Revision. E-Filing System will send a reminder email to User.



The screenshot shows the E-Filing System interface. At the top, there's a header with the logo '債券通 BOND CONNECT', a 'WELCOME VPN' message, and a 'LOGOUT' button. Below the header is a navigation bar with tabs: 'Active Applications', 'Approved Applications', 'Entity Management', and 'Application Forms Template'. The 'Active Applications' tab is selected. Below the navigation bar is a search bar with 'Edeas Edeas testing' in the dropdown, a search input field, and a 'Status: All' dropdown. To the right is a 'New Application +' button. Below the search bar is a table with columns: 'Application No', 'Full Name of Bond Account / Name of Institution', 'Type of Entity', 'User', 'Account Manager(s)', 'Status', 'Last Update', and 'Actions'. The table has one row with the following data: 'EdeasB000001', 'Edeas Limited', 'Overseas Bank', 'VPN', 'Gary BCCL admin', 'User Revision 3/8', '2019-11-30', and a set of action icons including a pencil, a document, a person, a close button, a refresh button, and a share button.

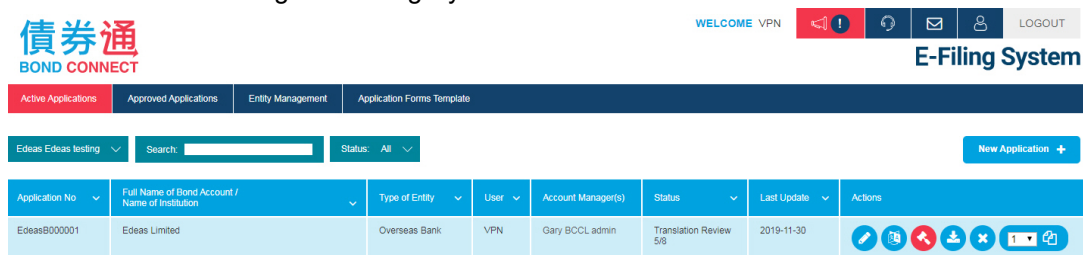
2. Click  to check BCCL comments and revise the application.
3. Once finished, click  to submit the application.

Step 4: BCCL Translation (BCCL)






1. Once the English contents have been finalized, BCCL will proceed with translation.

Step 5: Translation Review (User actions required)

1. Once BCCL has finished translation, user will have a chance to review the application and make last minute changes. E-Filing System will send a reminder email to User.





The screenshot shows the E-Filing System interface. At the top, there's a header with the logo '債券通 BOND CONNECT', a 'WELCOME VPN' message, and a 'LOGOUT' button. Below the header is a navigation bar with tabs: 'Active Applications', 'Approved Applications', 'Entity Management', and 'Application Forms Template'. The 'Active Applications' tab is selected. Below the navigation bar is a search bar with 'Edeas Edeas testing' in the dropdown, a search input field, and a 'Status: All' dropdown. To the right is a 'New Application +' button. Below the search bar is a table with columns: 'Application No', 'Full Name of Bond Account / Name of Institution', 'Type of Entity', 'User', 'Account Manager(s)', 'Status', 'Last Update', and 'Actions'. The table has one row with the following data: 'EdeasB000001', 'Edeas Limited', 'Overseas Bank', 'VPN', 'Gary BCCL admin', 'Translation Review 5/8', '2019-11-30', and a set of action icons including a pencil, a document, a person, a close button, a refresh button, and a share button.

2. Click  to review and make last minute changes.
3. If you have a question regarding a specific field, click  to leave comments. Please click  to save the comments. Click  to request for additional assistance from BCCL with translation/amendments.
4. Once User has confirmed the contents, Click  to proceed to application execution.

Step 6: Application Execution (User actions required)

1. User can arrange for execution of the finalized application forms.

The screenshot shows the E-Filing System interface. At the top, there's a header with the logo '債券通 BOND CONNECT', 'WELCOME VPN', and a 'LOGOUT' button. Below the header, there's a navigation bar with tabs: 'Active Applications', 'Approved Applications', 'Entity Management', and 'Application Forms Template'. The 'Active Applications' tab is selected. Below the navigation bar, there's a search bar and a 'Status' dropdown set to 'All'. A 'New Application +' button is on the right. The main table lists applications. The first application is 'EdeasB000001' for 'Edeas Limited', 'Overseas Bank', 'VPN', with 'Gary BCCL admin' as the account manager. The status is 'Application Execution 6/8' and the last update is '2019-12-01'. The actions column shows icons for download, upload, delete, and print.

2. Click  to download the forms in PDF format for sign and chop.
3. Once execution is done, click  to upload the signed PDFs.

The screenshot shows the E-Filing System interface with the 'Upload Files' dialog box open. The dialog box has a title bar 'Upload Files' and a close button. It contains several rows for uploading files: 'Annex 2-1', 'Annex 1', 'Annex 2-4', 'Annex 3', 'Annex 6', 'Translation Service Agreement', and 'Supporting Documents'. Each row has a 'Choose File' button and a 'No file chosen' message. At the bottom, there are 'Save', 'Cancel', and 'Complete' buttons.

4. Submit the application to proceed to the next step.

Step 7: PBOC Review (BCCL)

Once all signed documents have been uploaded, the application will be submitted for onshore regulators' further review. User will be posted with updates.

Step 8: Approved (User actions required)



1. Once the application has been approved, E-Filing System will send a reminder email to User. Please proceed to "Approved Application" tab to download the official filing notice.

The screenshot shows the E-Filing System interface with the 'Approved Applications' tab selected. The application status is 'Approved 8/8'. The user is 'Gary BCCL admin' and the approve date is '2019-12-01'. The application is for 'Edeas Limited', 'Overseas Bank', 'VPN'. The actions column shows icons for download, upload, delete, and print.

9.2.2 Application Workflow (Own Translation)

| Steps | Status | User Actions Required |
|-------|------------------------|-----------------------|
| 1 | New Filing | Y |
| 2 | BCCL Form Optimization | |
| 3 | User Revision | Y |
| 4 | Application Execution | Y |
| 5 | PBoC Review | |
| 6 | Application Approved | Y |

Step 1: New Filing (User actions required)

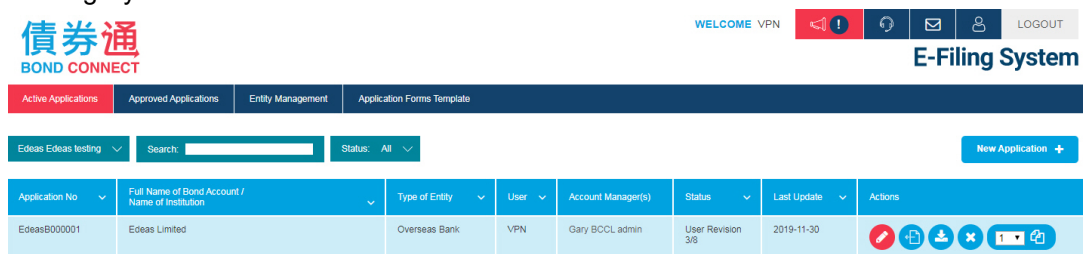
1. User to create and work on the application. 
2. Once the forms have been completed, please click  to proceed to the next step.

Step 2: Form Optimization (BCCL)




1. The application is under BCCL review.

Step 3: User Revision (User actions required)

1. Once BCCL has provided feedback and comments, the application will go to User Revision. E-Filing System will send a reminder email to User.



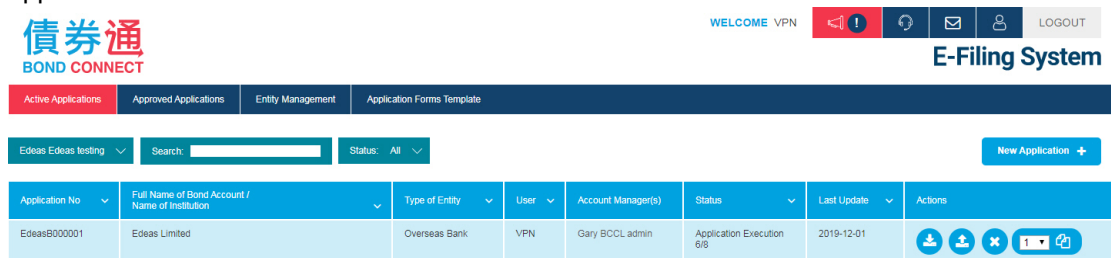
The screenshot shows the E-Filing System interface. At the top, there's a header with the logo '債券通 BOND CONNECT' and 'WELCOME VPN'. Below the header, there's a navigation bar with tabs: 'Active Applications', 'Approved Applications', 'Entity Management', and 'Application Forms Template'. The 'Active Applications' tab is selected. Below the navigation bar, there's a search bar and a 'Status' dropdown menu. The main table displays application details for 'EdeasB000001'. The 'Status' column shows 'User Revision 3/8'. The 'Actions' column contains icons for editing, deleting, and other actions.

| Application No | Full Name of Bond Account / Name of Institution | Type of Entity | User | Account Manager(s) | Status | Last Update | Actions |
|----------------|---|----------------|------|--------------------|-------------------|-------------|---|
| EdeasB000001 | Edeas Limited | Overseas Bank | VPN | Gary BCCL admin | User Revision 3/8 | 2019-11-30 |    |




2. Click  to check BCCL comments and revise the application.



Step 4: Application Execution (User actions required)

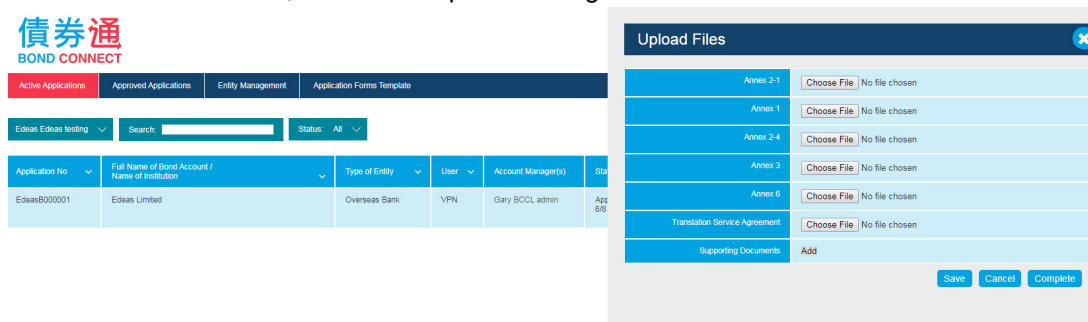
1. Once the forms have been finalized, the application will go to Application Execution. E-Filing System will send a reminder email to User. User can arrange for signatures for the finalized application forms.










The screenshot shows the E-Filing System interface. At the top, there's a header with the logo '債券通 BOND CONNECT' and 'WELCOME VPN'. Below the header, there's a navigation bar with tabs: 'Active Applications', 'Approved Applications', 'Entity Management', and 'Application Forms Template'. The 'Active Applications' tab is selected. Below the navigation bar, there's a search bar and a 'Status' dropdown menu. The main table displays application details for 'EdeasB000001'. The 'Status' column shows 'Application Execution 6/8'. The 'Actions' column contains icons for downloading, uploading, and other actions.

| Application No | Full Name of Bond Account / Name of Institution | Type of Entity | User | Account Manager(s) | Status | Last Update | Actions |
|----------------|---|----------------|------|--------------------|---------------------------|-------------|---|
| EdeasB000001 | Edeas Limited | Overseas Bank | VPN | Gary BCCL admin | Application Execution 6/8 | 2019-12-01 |    |

2. Click  to download the forms in PDF format for sign and chop.
3. Once execution is done, click  to upload the signed PDFs.



The screenshot shows the E-Filing System interface with the 'Upload Files' dialog box open. The dialog box has a title bar 'Upload Files' and a close button. It contains a table with columns for 'Annex' and 'Choose File'. The table lists several annexes: Annex 2-1, Annex 1, Annex 2-4, Annex 3, Annex 6, Translation Service Agreement, and Supporting Documents. Each row has a 'Choose File' button. At the bottom of the dialog box, there are 'Save', 'Cancel', and 'Complete' buttons.

| Annex | Choose File |
|-------------------------------|--|
| Annex 2-1 |  No file chosen |
| Annex 1 |  No file chosen |
| Annex 2-4 |  No file chosen |
| Annex 3 |  No file chosen |
| Annex 6 |  No file chosen |
| Translation Service Agreement |  No file chosen |
| Supporting Documents |  No file chosen |

4. Submit the application to proceed to the next step.

Step 5: PBOC Review (BCCL)

1. Once all signed documents have been uploaded, the application will be submitted for onshore regulators' further review. User will be posted with updates.

Step 6: Approved (User actions required)

1. Once the application has been approved, E-Filing System will send a reminder email to User. Please proceed to "Approved Application" tab to download the official filing notice.

債券通 BOND CONNECT

WELCOME VPN

E-Filing System

Active Applications Approved Applications Entity Management Application Forms Template

Edeas Edeas testing Search: []

| Application No. | Full Name of Bond Account / Name of Institution | User | Status | Type of Entity | Account Manager(s) | Approve Date | Annex 3 | Official Filing Notice | Batch Create |
|-----------------|---|------|--------------|----------------|--------------------|--------------|---------|------------------------|--------------|
| EdeasB000001 | Edeas Limited | VPN | Approved 6/6 | Overseas Bank | Gary BCCL admin | 2019-12-01 | | | |

9.3 Approved Applications

User can download the official filing notices for approved applications, and upload Annex 3 if applicable.

1. Go to "Approved Application" tab.

債券通 BOND CONNECT

WELCOME VPN

E-Filing System

Active Applications Approved Applications Entity Management Application Forms Template

Edeas Edeas testing Search: []

| Application No. | Full Name of Bond Account / Name of Institution | User | Status | Type of Entity | Account Manager(s) | Approve Date | Annex 3 | Official Filing Notice | Batch Create |
|-----------------|---|------|--------------|----------------|--------------------|--------------|---------|------------------------|--------------|
| EdeasB000053 | Edeas Limited | VPN | Approved 6/6 | Overseas Bank | Gary BCCL admin | 2019-12-30 | | | |

2. Click to download the "Official Filing Notice" to keep record
3. Click to upload Annex 3 (if applicable).

債券通 BOND CONNECT

WELCOME

E-Filing System

Active Applications Approved Applications Entity Management Application Forms Template

Edeas Search: []

| Application No. | Full Name of Bond Account / Name of Institution | User | Status | Type of Entity |
|-----------------|---|--------------|--------------|--|
| EdeasB000159 | Edeas Bond 0001 | App dev | Approved 6/6 | Overseas Charity Fund |
| EdeasB000131 | Bond Acc | Sarah User 1 | Approved 6/6 | Overseas Charity Fund |
| EdeasB000053 | Bond Ac | Sarah User 1 | Approved 6/6 | Product of Other Overseas Asset Management Institution |

Upload Annex 3

Annex 3 Choose File No file chosen

Save Cancel

9.4 Batch Applications

User can create batch applications by duplicating existing ones.

1. Go to “Active Applications” or “Approved Applications” tab.

| Application No | Full Name of Bond Account / Name of Institution | User | Status | Type of Entity | Account Manager(s) | Approve Date | Annex 3 | Official Filing Notice | Batch Create |
|----------------|---|------|--------------|---|--------------------|--------------|---------|------------------------|--------------|
| EdeasB000004 | Edeas Bond 0001 | VPN | Approved 8/8 | Sovereign Wealth Fund | Gary BCCL admin | 2019-12-01 | | | |
| EdeasB000003 | Edeas Bond 0001 | VPN | Approved 8/8 | Overseas Charity Fund | Gary BCCL admin | 2019-12-01 | | | |
| EdeasB000002 | Edeas Bond 0001 | VPN | Approved 8/8 | Unincorporated Product of Overseas Securities Company | Gary BCCL admin | 2019-12-01 | | | |
| EdeasB000001 | Edeas Limited | VPN | Approved 8/8 | Overseas Bank | Gary BCCL admin | 2019-12-01 | | | |

2. Next to the application to be duplicated, choose the number of copies desire and click to proceed.
3. Batch applications have been created and you will be redirected back to “Active Application” tab.

| Application No | Full Name of Bond Account / Name of Institution | Type of Entity | User | Account Manager(s) | Status | Last Update | Actions |
|----------------|---|-----------------------|------|--------------------|----------------|-------------|---------|
| EdeasB000005 | Edeas Limited | Sovereign Wealth Fund | VPN | | New Filing 1/8 | 2019-12-01 | |
| EdeasB000006 | Edeas Limited | Sovereign Wealth Fund | VPN | | New Filing 1/8 | 2019-12-01 | |

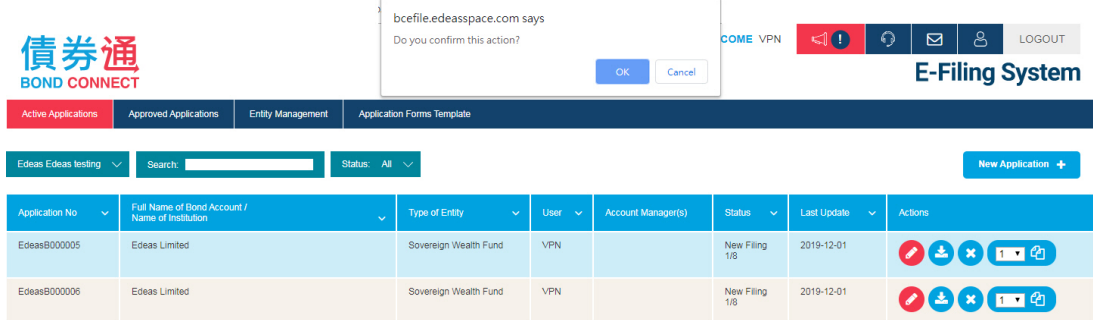
4. Click to start updating the batch applications.

9.5 Cancel Application











User can discard unwanted applications.

| Application No | Full Name of Bond Account / Name of Institution | Type of Entity | User | Account Manager(s) | Status | Last Update | Actions |
|----------------|---|-----------------------|------|--------------------|----------------|-------------|---------|
| EdeasB000005 | Edeas Limited | Sovereign Wealth Fund | VPN | | New Filing 1/8 | 2019-12-01 | |
| EdeasB000006 | Edeas Limited | Sovereign Wealth Fund | VPN | | New Filing 1/8 | 2019-12-01 | |

1. Go to “Active Applications” tab, and click  next to the target.



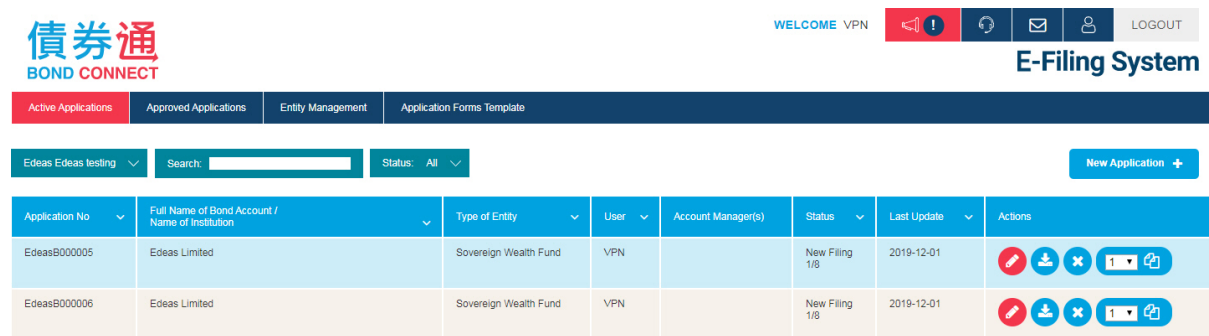
The screenshot shows the E-Filing System interface. A confirmation dialog box is displayed, asking "Do you confirm this action?" with "OK" and "Cancel" buttons. The background shows the "Active Applications" tab selected. The table lists applications for "Edeas Edeas testing".

| Application No | Full Name of Bond Account / Name of Institution | Type of Entity | User | Account Manager(s) | Status | Last Update | Actions |
|----------------|---|-----------------------|------|--------------------|----------------|-------------|---|
| EdeasB000005 | Edeas Limited | Sovereign Wealth Fund | VPN | | New Filing 1/8 | 2019-12-01 |      |
| EdeasB000006 | Edeas Limited | Sovereign Wealth Fund | VPN | | New Filing 1/8 | 2019-12-01 |      |











2. After confirmation, the application will be removed.

9.6 Application Management for Different Entities

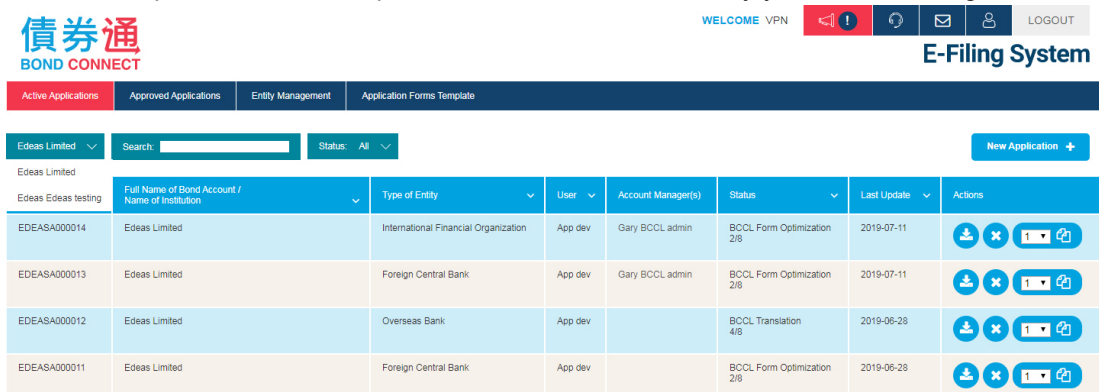
When user has access to more than one entity, he/she can manage applications for all of them.























The screenshot shows the E-Filing System interface. The "Active Applications" tab is selected. A dropdown menu is visible at the top left, showing "Edeas Edeas testing". The table lists applications for "Edeas Limited".

| Application No | Full Name of Bond Account / Name of Institution | Type of Entity | User | Account Manager(s) | Status | Last Update | Actions |
|----------------|---|-----------------------|------|--------------------|----------------|-------------|---|
| EdeasB000005 | Edeas Limited | Sovereign Wealth Fund | VPN | | New Filing 1/8 | 2019-12-01 |      |
| EdeasB000006 | Edeas Limited | Sovereign Wealth Fund | VPN | | New Filing 1/8 | 2019-12-01 |      |

1. Go to “Active Applications” / “Approved Applications” tab.
2. Click the dropdown list at the top left corner to choose the entity you are accessing.



The screenshot shows the E-Filing System interface. The "Active Applications" tab is selected. A dropdown menu is visible at the top left, showing "Edeas Limited". The table lists applications for "Edeas Limited".

| Application No | Full Name of Bond Account / Name of Institution | Type of Entity | User | Account Manager(s) | Status | Last Update | Actions |
|----------------|---|--------------------------------------|---------|--------------------|----------------------------|-------------|---|
| EDEASA000014 | Edeas Limited | International Financial Organization | App dev | Gary BCCL admin | BCCL Form Optimization 2/8 | 2019-07-11 |      |
| EDEASA000013 | Edeas Limited | Foreign Central Bank | App dev | Gary BCCL admin | BCCL Form Optimization 2/8 | 2019-07-11 |      |
| EDEASA000012 | Edeas Limited | Overseas Bank | App dev | | BCCL Translation 4/8 | 2019-06-28 |      |
| EDEASA000011 | Edeas Limited | Foreign Central Bank | App dev | | BCCL Form Optimization 2/8 | 2019-06-28 |      |

3. Proceed to manage applications for the chosen entity.