

Investment Service Centre	Listing Matters	Products & Services	Market Operations	Rules & Regulations	Statistics & Research	News & Consultations	About HKEx
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[Home](#) > [Rules & Regulations](#) > [Rules and Guidance on Listing Matters](#) > **[Checklists and Forms \(New Applicants\)](#)**

[Rules & Regulations](#)

[Introduction to Regulatory Framework](#)

[Trading Rules](#)

[Clearing House Rules](#)

[Rules and Guidance on Listing Matters](#)

[Other Documents Related to the Regulatory Framework](#)

Checklists and Forms (New Applicants)

Tools



Last updated in July 2013

The following checklists and forms are for applications submitted on or after 1 October 2013.

For applications submitted before 1 October 2013, please refer to [Checklists and Forms for applications submitted before 1 October 2013](#)

Document Template Code	Document Template Name
Main Board	
M100	Main Board : Composite Package of Checklists and Forms for New Listing Applications (This document contains all the Main Board checklists and forms cited below)
M101	Main Board : Table of Contents of Checklists and Forms for New Listing Applications
M102	Main Board : Table of Contents of Checklists and Forms for New Listing Applications (EXCEL)
Checklists and Forms for New Listing Applications under Chapters 8 and 21	
To be submitted together with Form A1	
M103	Main Board : IPO - Form A1 - Listing Application Form (For Equity Securities & Debt Securities)
M104	Main Board : IPO - Additional information to be submitted together with the Form A1
M105	Main Board : IPO - Basic qualifications for new listing
M106	Main Board : IPO - Basic requirements for contents of Prospectus
M107	Main Board : IPO - Property valuation
M108	Main Board : IPO - Accountants' report
M109	Main Board : IPO - Sponsor's Undertaking and Statement of Independence (Appendix 17)
M110	Main Board : IPO - Confirmation and undertaking with regard to Biographical Information of Directors and Supervisors and Information in the Application Proof
M111	Main Board : IPO - Market comparable analysis
M112	Main Board : IPO - Summary of non-exempted continuing connected transactions
M113	Main Board : IPO - Summary of key financial ratios during the track record period with explanation for fluctuation
M114	Main Board : IPO - Compliance Adviser's undertaking (Appendix 20)
FF001M	Main Board : IPO - Authorised representatives / Company Secretary form
M115	Main Board : IPO - Confirmation with regard to posting of Application Proof or Post Hearing Information Pack (PHIP) or Statement made under Main Board Rule 9.08(2)(c)
To be submitted after A1 submission (if applicable)	
M115	Main Board : IPO - Confirmation with regard to posting of Application Proof or Post Hearing Information Pack (PHIP) or Statement made under Main Board Rule 9.08(2)(c)
To be submitted at least 4 clear business days before the expected hearing date	
M201	Main Board : IPO - New listing particulars
To be submitted on or before bulk printing of the listing document	
M115	Main Board : IPO - Confirmation with regard to posting of Application Proof or Post Hearing Information Pack (PHIP) or Statement made under Main Board Rule 9.08(2)(c)
To be submitted on or before the issue of the listing document	
M301	Main Board : IPO - IPO Prospectus -Confirmation letter
M302	Main Board : IPO - Sponsor's Declaration (Appendix 19)
To be submitted after the issue of the listing document but before dealings commence	
FFD003M	Main Board : IPO - Form D – Marketing Statement
M401	Main Board : IPO - Form E – Sponsor's Declaration

FFD004M	Main Board : IPO - Form F – Declaration
CI205M	Main Board : IPO - Placee information sheet
DU003M	Main Board : IPO - Form B – Declaration and undertaking with regard to Directors
DU004M	Main Board : IPO - Form H – Declaration and undertaking with regard to Directors of an issuer incorporated in the PRC
DU005M	Main Board : IPO - Form I – Declaration and undertaking with regard to Supervisors of an issuer incorporated in the PRC

Additional documents to be submitted for Chapter 21 company

To be submitted at least 4 clear business days before the expected hearing date

M501	Main Board : IPO - Form C3Z - Formal Application (For Open-ended Investment Companies, Unit Trusts, Mutual Funds and Other Collective Investment Schemes Governed by Chapter 21 of the Listing Rules)
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To be submitted before bulk printing of the listing document

M502	Main Board : IPO – Listing Agreement (Chapter 21 Investment Companies)
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Checklists and Forms for Transfer of Listing from GEM to Main Board under Chapter 9A

MT001	Main Board : IPO - Documents to be submitted when making an application for Transfer of Listing from GEM to Main Board
MT002	Main Board : IPO - Checklist and declaration – basic qualifications for transfer of equity listing
MT003	Main Board : IPO - Form 5J - Formal Application (For Transfer of Listing from GEM to Main Board)
MT004	Main Board : IPO - Form 5K - Declaration of Directors and Supervisors with regard to a Transfer of Listing from GEM to Main Board
MT005	Main Board : IPO - Basic requirements for contents of announcement of transfer
MT006	Main Board : IPO - Basic requirements for contents of circular where the transfer application is made by an infrastructure company, mineral company or investment company
MT007	Main Board : IPO - Undertaking to inform the Exchange of a change in the circumstances with regard to qualifications for a transfer of listing from GEM to Main Board
MT008	Main Board : IPO - Issuer's authorisation for filing with the Securities and Futures Commission
MT009	Main Board : IPO - New listing particulars
MT010	Main Board : IPO - Standard Comments: To be addressed when replying to our first comment letter

Checklists and Forms for Collective Investment Schemes under Chapter 20

MCIS001	Main Board : IPO - Documents to be submitted for listing of Authorised Collective Schemes
MCIS002	Main Board : IPO - Form A2 - Listing Application Form (For Collective Investment Schemes)
MCIS003	Main Board : IPO - Form 7G - Listing Agreement (For Collective Investment Schemes)
MCIS004	Main Board : IPO - Standard Comment: To be addressed when replying to our first comment letters
MCIS005	Main Board : IPO - Form C3 - Formal Application (For Collective Investment Schemes)
MCIS006	Main Board : IPO - IPO Prospectus - Confirmation Letter
M115	Main Board : IPO - Confirmation with regard to posting of Application Proof or Post Hearing Information Pack (PHIP) or Statement made under Main Board Rule 9.08(2)(c)

GEM Board

G100	GEM Board : Composite Package of Checklists and Forms for New Listing Applications (This document contains all the GEM Board checklists and forms cited below)
G101	GEM Board : Table of Contents of Checklist and Forms For New Listing Applications
G102	GEM Board : Table of Contents of Checklist and Forms for New Listing Applications (EXCEL)

To be submitted together with Form 5A

G103	GEM Board : IPO - Form 5A - Application Form (Equity Securities)
G104	GEM Board : IPO - Additional Information to be submitted together with the Form 5A
G105	GEM Board : IPO - Basic qualifications for new listing
G106	GEM Board : IPO - Basic requirements for contents of Prospectus
G107	GEM Board : IPO - Property valuation
G108	GEM Board : IPO - Accountants' report
G109	GEM Board : IPO - Form 7K - Sponsor's undertaking and statement of independence
G110	GEM Board : IPO - Confirmation and undertaking with regard to Biographical Information of Directors and Supervisors and Information in the Application Proof

G111	GEM Board : IPO - Market comparable analysis
G112	GEM Board : IPO - Summary of non-exempted continuing connected transactions
G113	GEM Board : IPO - Summary of key financial ratios during the track record period with explanation for fluctuation
FF211G	GEM Board : IPO - Form 7H - Compliance Adviser's Declaration of Interests
G114	GEM Board : IPO - Form 7M - Compliance Adviser's Undertaking
FF001G	GEM Board : IPO - Authorised representatives / Compliance Officer / Company Secretary form
G115	GEM Board : IPO - Confirmation with regard to posting of Application Proof or Post Hearing Information Pack (PHIP) or Statement made under GEM Rule 12.10(2)(c)
<i>To be submitted after 5A submission (if applicable)</i>	
G115	GEM Board : IPO - Confirmation with regard to posting of Application Proof or Post Hearing Information Pack (PHIP) or Statement made under GEM Rule 12.10(2)(c)
<i>To be submitted at least 4 clear business days before the expected hearing date</i>	
G201	GEM Board : IPO - New listing particulars
<i>To be submitted before bulk printing of the listing document</i>	
G115	GEM Board : IPO - Confirmation with regard to posting of Application Proof or Post Hearing Information Pack (PHIP) or Statement made under GEM Rule 12.10(2)(c)
<i>To be submitted on or before the issue of the listing document</i>	
G301	GEM Board : IPO - IPO Prospectus - Confirmation letter
G302	GEM Board : IPO - Form 7G - Sponsor's declaration in support of a new applicant
<i>To be submitted after the issue of the listing document but before dealings commence</i>	
FF017G	GEM Board : IPO - Form 5D - Marketing statement
FF018G	GEM Board : IPO - Form 5E - Declaration of compliance
G401	GEM Board : IPO - Form 7I - Sponsor's declaration of compliance concerning a new applicant
CI205G	GEM Board : IPO - Placee Information Sheet
DU003G	GEM Board : IPO - Form 6A - Director's Declaration, Undertaking and Acknowledgement
DU004G	GEM Board : IPO - Form 6B - Director's Declaration, Undertaking and Acknowledgement (PRC Issuer)
DU005G	GEM Board : IPO - Form 6C - Supervisor's Declaration, Undertaking and Acknowledgement (PRC Issuer)
FF003G	GEM Board : IPO - Form 5F - Company information sheet