

Introduction

This document provides the general procedure on issuance of ADRs for a single-listed program which differs from the process for dual-listed programs.

1. Conversion of common shares to ADRs

- 1.1 The requestor or the brokers should first contact the issuers or the issuer's Cayman registrar and arrange for the Cayman shares to be transferred into the name of JPMorgan Chase Bank, N.A in a new share certificate.
- 1.2 Please note that the new share certificate should be in a denomination fully divisible by the ADR ratio.
- 1.3 The requestor shall complete the letter of transmittal.
- 1.4 The issuer shall issue an officer's certificate.
- 1.5 Once the new share certificate is ready, the issuer or the requestor shall arrange for the full package of documents to be delivered to the local custodian by 3pm HKT.
- 1.6 If the requestor is an affiliate, the Depository Bank shall advise the additional documentation requirements.
- 1.7 After local custodian receives full package of documents, and the payment of issuance fee has been arranged (fee wired in advance or the broker ready to accept Deliver VS Payment(s) via DTC), the Depository Bank will proceed to deliver the ADRs to the requestor's DTC account as instructed within the letter of transmittal.

2. Issuance Fee Payment Arrangements

- 2.1 The issuance fee is US\$ 5.00 per 100 ADRs or portion thereof
- 2.2 The Depository Bank accepts the issuance fee payment in two ways:
 - a) Delivery versus Payment (DVP) via DTC.
 - b) Wire payment(s) prior to the deposit/ADR issuance which shall then be Free of Payment (FOP) via DTC.

Wire instruction:

Bank Name: JPMorgan Chase Bank

SWIFT Address: CHASUS33GAD

ABA: 021 000 021

Bank Address: 4 New York Plaza, New York, New York, USA

Account name: ADR Operations

Attn: ADR Settlements Group

Account No: 060016554

Account Holder's address: 500 Stanton Christiana Road, NCC5, Newark, DE, 19713-2107, USA

Contact: ADR Settlements Hotline (US)- 302 552 0230

Reference: Issuance Fee / x00,000 (issuer's name) ADR

3. Contacts

For the full details of the latest procedure or if there is any issue, please contact the relevant team of JPMorgan Depository Bank via adr_china_i_and_c@jpmorgan.com.