

## 1. 保證金追繳及強制平倉流程 Margin Call and Liquidation Procedures

冠力金融服務有限公司 (本公司)的保證金追繳及強制平倉流程如下：

Grandly Financial Services Limited (The Company)'s margin call and liquidation procedures are set out below:

### 1.1 監控客戶保證金 Monitoring of client margins

本公司將全天持續監控所有客戶的保證金狀況

The Company will continually monitor the margin positions of all clients throughout the day.

保證金追繳有以下三種：(1) 標準化保證金追繳，(2)市場波動保證金追繳，及(3) 當不利因素突然發生時，本公司追加保證金。

There are three types of margin calls: (1) a standard margin call, (2) market turmoil margin call, and (3) a margin call by the company when adverse factors occur suddenly.

### 1.2 標準化保證金追繳 Standard margin call

標準化保證金追繳流程如下：

The standard margin call procedure is as follows:

(a) **觸發事件**當客戶的貸款額在市場收市時大於以下其中一項時，就會觸發標準化的追加保證金事件：

**Triggering events** A standard margin call triggering event occurs when the client's loan balance is greater than any one of the following at market close time:

- (i) 客戶投資組合中已質押股份的價值；或  
Discounted value of the pledged shares of the client's portfolio; or
- (ii) 已批核的保證金貸款限額。  
Approved margin loan limit.

對於觸發事件，客戶的貸款額與 (i) 或 (ii) 乘以 1.5 之差就是“**保證金追繳金額**”。  
For these triggering events, the difference between the client's loan balance and either (i) or (ii) multiplied by 1.5 will be the '**Margin Call Amount**'.

*例子：如果客戶的貸款額為 100,000 元，而客戶投資組合中已質押股票的現值為 80,000 元，則保證金追繳金額為 (100,000 元-80,000 元) x 1.5 = 30,000 元。*

*Example: If the client's loan balance is \$100,000 and the discounted value of the pledged shares of the client's portfolio is \$80,000, then the Margin Call Amount is (\$100,000 - \$80,000) x 1.5 = \$30,000.*

(b) **保證金追繳** 當觸發標準化保證金追繳事件時，本公司將致電客戶的預留手機號碼，要求他們至少在當天相關市場收市前存入追繳保證金的金額或平掉其部分或全部持倉，否則本公司保留代其強制平倉的權利。如果客戶沒有接電話，語音訊息將留言給客戶。本公司的通知也會發送至客戶首選的通訊方式，以作為保證金追繳的文字形式確認。客戶轉入任何款項後，應與本公司聯繫並提供相關文件。

(c) **Margin Call** When the standard margin call triggering event occurs, the Company will call the client on their designated phone number to request that they make a deposit of at least the Market Call Amount or liquidate some or all of their positions before relevant market close on the same day, otherwise the Company reserves the right to liquidate their positions on their behalf. If the client does not pick up the phone, voice message would be left to the client. A notification would be sent to the client to their preferred method of communication as written confirmation of the margin call. The client should contact the Company after any transfers are made and provide the relevant documents.

(d) **平掉客戶持倉** 當天相關市場收市前，如果客戶尚未滿足保證金追繳的要求，公司將在收盤前 5 分鐘代其平掉部分或全部客戶持倉以償還債務。

**Liquidate the client's position** By the relevant market close on the same day, if the client has yet to satisfy the margin call, the Company will liquidate part or all of the client's position to satisfy the debt 5 minutes before market close.

(e) **保證金追繳函件** 如果發生客戶持倉要平倉的情況，本公司將通過電子郵件以及客戶首選的通訊方式將保證金追繳函件發送給客戶。保證金追繳通知書將包括通知客戶本公司的行動：

**Margin Call Letter** If a liquidation of the client's position occurs, a Margin Call Letter will be sent to the client by email and also their preferred method of communication. The Margin Call Letter will include notification to the client that the Company intends to:

(i) 暫停客戶保證金帳戶上的所有交易，除非客戶沽出持倉以償還保證金追繳；  
Suspend all trading on the client's margin account except to sell the client's position to settle the margin call;

(ii) 立即平掉客戶保證金帳戶中的已質押證券，以結清欠公司的債務和費用；及  
Liquidate the pledged securities in their margin client account to settle the debts and charges owed to the Company with immediate effect; and

(iii) 欠公司的任何剩餘債務（若有）可能導致本公司保留對客戶提起法律程式的權利。

Any remaining debts owed to the Company (if any) may result in legal proceedings instituted against the client at the Company's discretion.

(f) **施加交易限制** 在發送保證金追繳通知書之後，公司會立即施加交易限制，客戶的保證金帳戶將無法進行交易，除非客戶沽出持倉以償還保證金追繳。

**Impose trading restrictions** Immediately after the Margin Call Letter has been sent, the Company will also impose a trading restriction such that the client's margin account cannot trade except selling the position to settle the margin call.

### 1.3 市場波動保證金追繳 Market turmoil margin call

市場波動保證金追繳如下：

The market turmoil margin call procedure is as follows:

(a) **市場波動之定義** 市場波動指當相關交易所的主要指數在交易時間內下跌超過 5% 或相關證券在交易時間內下跌 30%。

**Definition of market turmoil** Market turmoil occurs when the main index of the relevant exchange declines over 5% during trading hours or the relevant security loses 30% during trading hours.

- (b) **市場波動觸發事件** 在市場波動的情況下，當客戶在交易時間內的任何時候貸款額大於以下任何一項時，就會發生市場波動的保證金追繳觸發事件：

**Market turmoil triggering events** Under market turmoil circumstances, a market turmoil margin call triggering event occurs when the client's loan balance is greater than any one of the following at any time during trading hours:

- (i) 客戶投資組合中已質押股份的價值；或  
Discounted value of the pledged shares of the client's portfolio; or
- (ii) 已批核的保證金貸款限額；  
Approved margin loan limit;

對於觸發事件，客戶的貸款額與 (i) 或 (ii) 乘以 2 之差就是“保證金追繳金額”。

For these triggering events, the difference between the client's loan balance and either (i) or (ii) multiplied by 2 will be the 'Margin Call Amount'.

*例子：如果客戶的貸款額為 100,000 元，而客戶投資組合中已質押股票的現值為 80,000 元，則保證金追繳金額為  $(100,000 \text{ 元} - 80,000 \text{ 元}) \times 2 = 40,000 \text{ 元}$ 。*

*Example: If the client's loan balance is \$100,000 and the discounted value of the pledged shares of the client's portfolio is \$80,000, then the Margin Call Amount is  $(\$100,000 - \$80,000) \times 2 = \$40,000$ .*

- (g) **首次通知** 當觸發標準化保證金追繳事件時，本公司將致電客戶的預留手機號碼，要求他們至少在當天相關市場收市前存入追繳保證金的金額或平掉其部分或全部持倉，否則本公司保留代其強制平倉的權利。如果客戶沒有接電話，語音訊息將留言給客戶。本公司的通知也會發送至客戶首選的通訊方式，以作為保證金追繳的文字形式確認。客戶轉入任何款項後，應與本公司聯繫並提供相關文件。

**First call** When the market turmoil margin call triggering event occurs, the Company will call the client on their designated phone number to request that they make a deposit of at least the Market Call Amount or liquidate some of their positions immediately. Otherwise, the Company reserves the right to liquidate their positions on their behalf prior to market closure. If the client does not pick up the phone, voice message would be left to the client. The Company will also send a notification to the client on their preferred method of communication as written confirmation of the margin call. The client should contact the Company after any transfers are made and provide the relevant documents.

- (h) **平掉客戶持倉** 當天相關市場收市前 15 分鐘，如果客戶尚未滿足保證金追繳的要求，公司代其平掉部分或全部客戶持倉以償還債務。

**Liquidate the client's position** 15 minutes before the market closes, if the client has yet to satisfy the margin call, the Company will liquidate part or all of the client's position to satisfy the debt.

#### 1.4 當不利因素突然發生時，本公司追加保證金

##### A margin call by the by the Company when adverse factors occur suddenly

本公司可能會因所有相關因素，包括客戶的證券抵押品質量、波動性和流動性，當前市場狀況以及客戶的信用狀況，而向客戶追繳保證金。

The Company may make margin call to a client, based on a consideration all relevant factors, including the quality, volatility and liquidity of the securities collateral provided by the client, prevailing market conditions and the client's credit worthiness.

#### 1.5 沒有進一步的墊款或交易

##### No further advances or trades

嚴格禁止本公司向任何客戶提供任何墊款或客戶使用保證金授信額進一步購買證券：

It is strictly prohibited for the Company to provide any further advance to, or allow any further purchase of securities using the margin facility by, any client:

- (a) 客戶未償還的保證金貸款額超過相關抵押品的市場價值；或  
whose outstanding margin loan balance exceeds the market value of the underlying collateral; or
- (b) 客戶的帳戶中有未清償的保證金追繳，和償還保證金追繳的往績不佳，  
who has an amount of outstanding margin call in his account and a poor history of settling margin calls,

除非進一步購買證券具有降低保證金貸款風險的效果，例如，提高其相關抵押品的整體品質或減少保證金短缺。

except where the further purchase has the effect of reducing the risk of the margin loan, for example, improving the overall quality of its underlying collateral or reducing the margin shortfall.

## 2. 債務追討 Debt Collection

如果客戶資產在平倉後還不足以全額償還貸款額，本公司將組織債務追收，包括：

If the account balance is not sufficient to fully repay the loan amount after the liquidation of assets, the Company will organize debt collection, including:

- (a) 發送標準債務催收函  
To send Standard Debt Collection Letter
- (b) 委任訴訟律師  
To appoint solicitor for Litigation
- (c) 委任追討欠款公司代收債務  
To appoint debt collection agency for debt recovery