

PERFECT INFORMATION

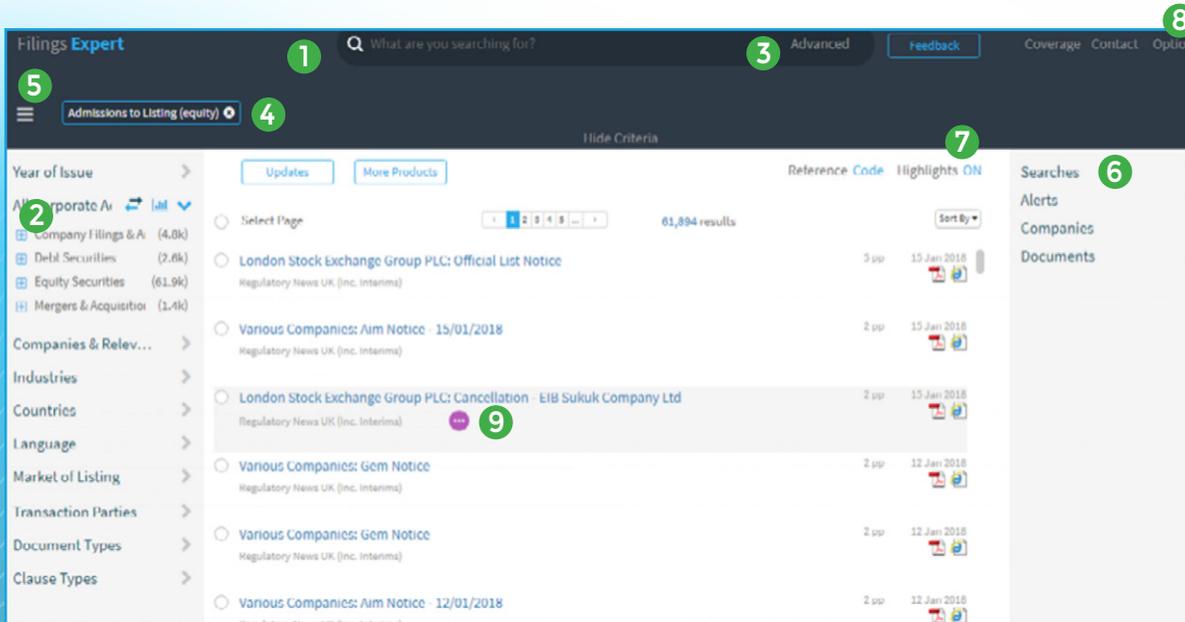
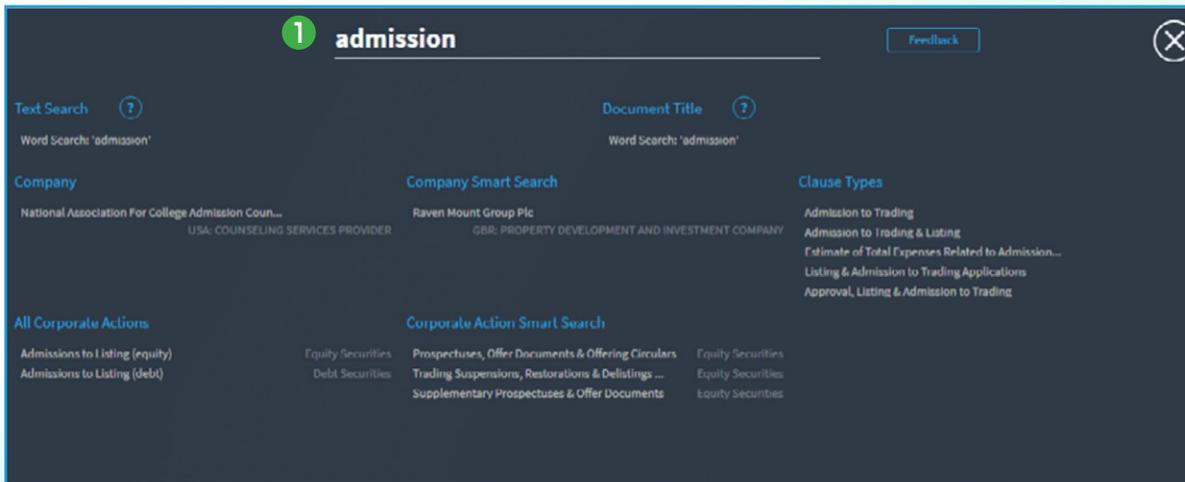
Filings Expert

User Guide

WWW.FILINGSEXPERT.COM

Getting Started

Screen Orientation



- Predictive Search Bar** - use to look up companies, sectors, exchanges, corporate actions etc. and/or to free text search.
- Search Filters** - open relevant filters to see the number of results available based on existing search parameters. You can use these filters to refine your results.
- Advanced Search Builder**
- Search Criteria** - will be added here.
- Menu** - to access the search Query Checker and to save Searches and Alerts.
- Saved Items** - any searches, alerts, company lists and documents you choose to save will be stored here.
- Highlights** - switch off/on hit highlighting when a free text search has been included.
- Options** - to set user preferences, access help guides and product walk-through.
- Ellipsis** - select to show all other disclosure for selected result.

Advanced Search Options

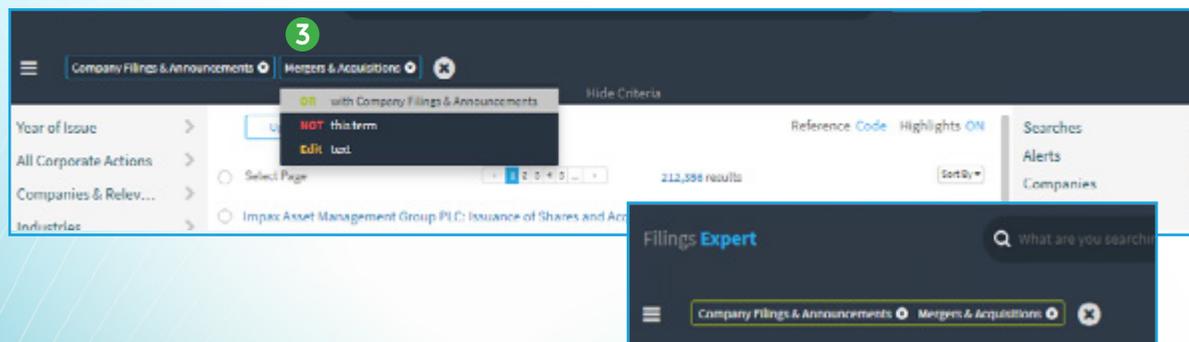
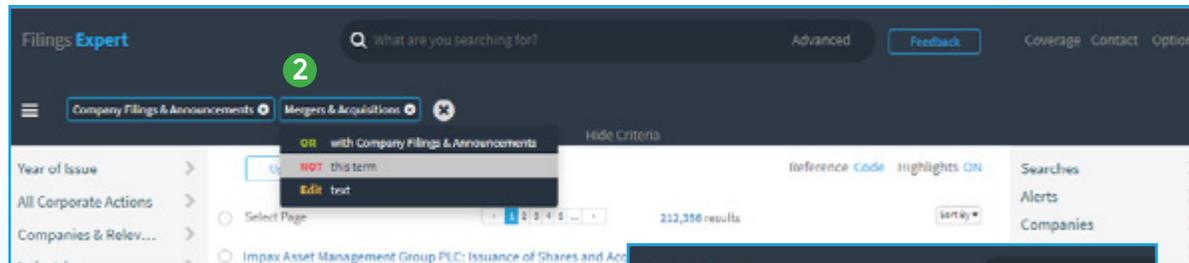
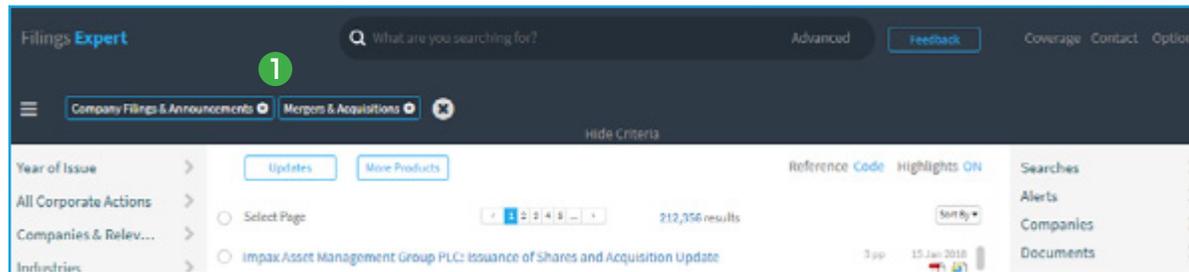
- 1 Click on **Advanced** search.
- 2 Select from the list of search options.
- 3 Select the relevant search criteria.
- 4 Five options for search criteria:

Deselect All *Grid View*
 Select All *Tree View*
 List View

- 5 Select **Query Checker** to view the number of results to be returned.
- 6 Click **Search** to bring back the results.

Defining Your Search Logic

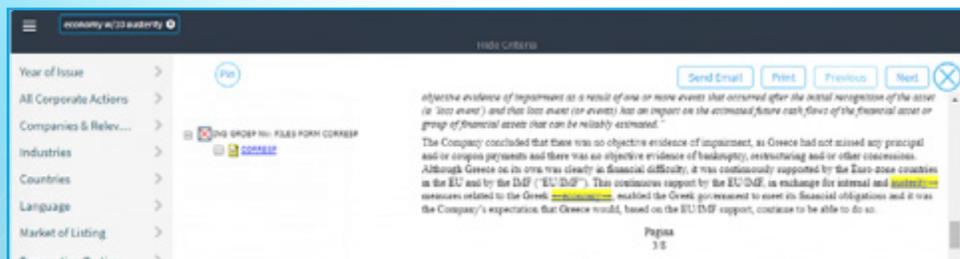
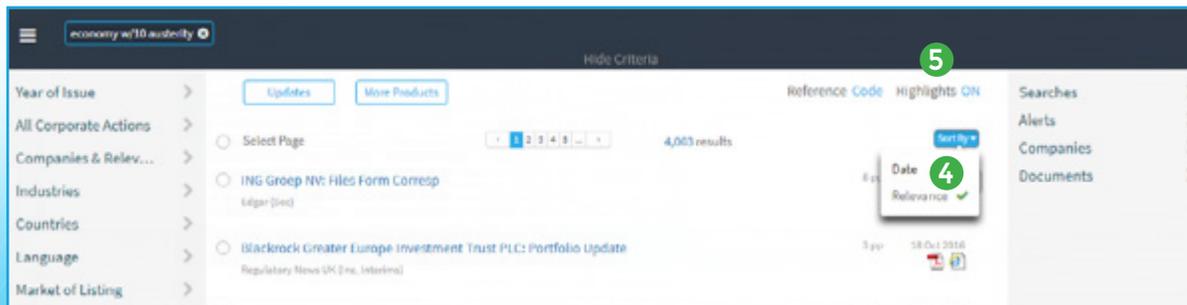
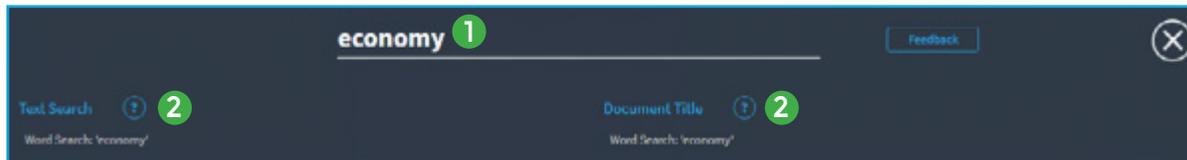
Use Boolean logic to change your search operators



- 1 Two terms in an **AND** (conjunction).
- 2 Hover over a term and select **NOT** to exclude an item (negation).
- 3 Hover over and select **OR** to look for either item in your search (disjunction).

Text Searching

Search for key words or phrases within any documents or document titles



- 1 Enter your text into the **predictive search bar**.
- 2 Use the question mark icon to reveal syntax assistance.
- 3 Select **Text Search** to text search the documents, or select **Document Title** to isolate the search to just the document caption.
- 4 Results can be viewed by date or sorted by relevance.
- 5 Text **highlighting** can be switched off if required.

Clause & Clause Text Searching

Search prospectuses for single or multiple clause and text combinations. For example “exchange rate” within Risk Factors, “relationship agreement” within Material Contracts and “waiver” within Related Party Transactions.

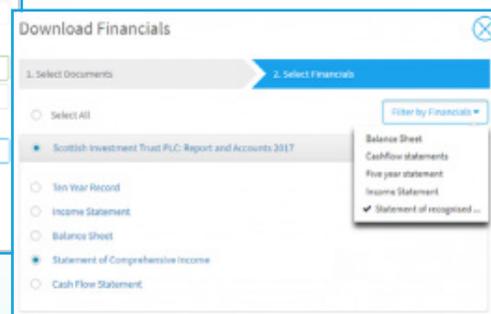
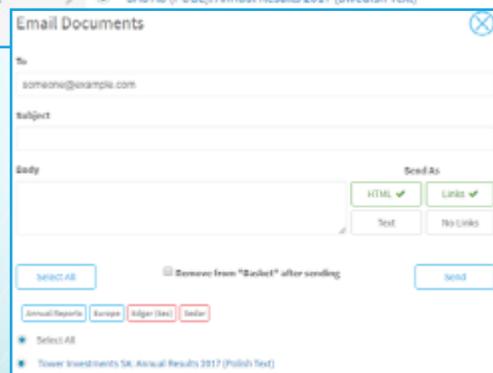
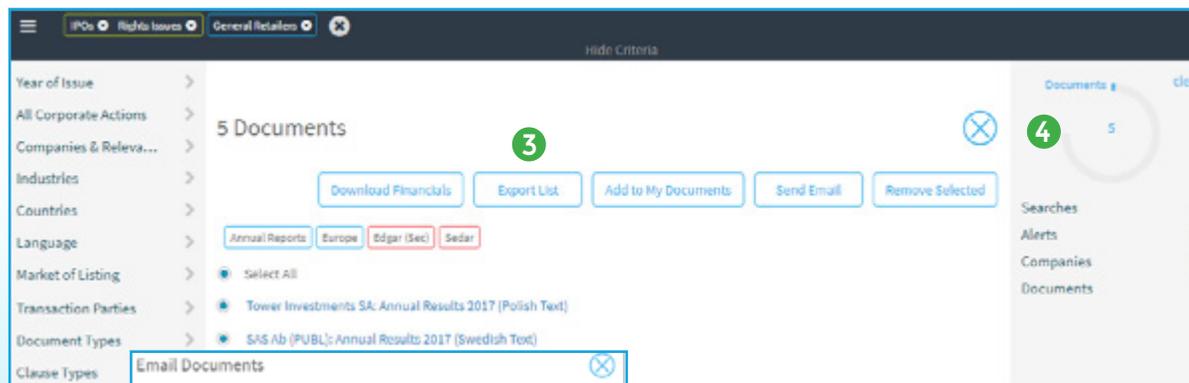
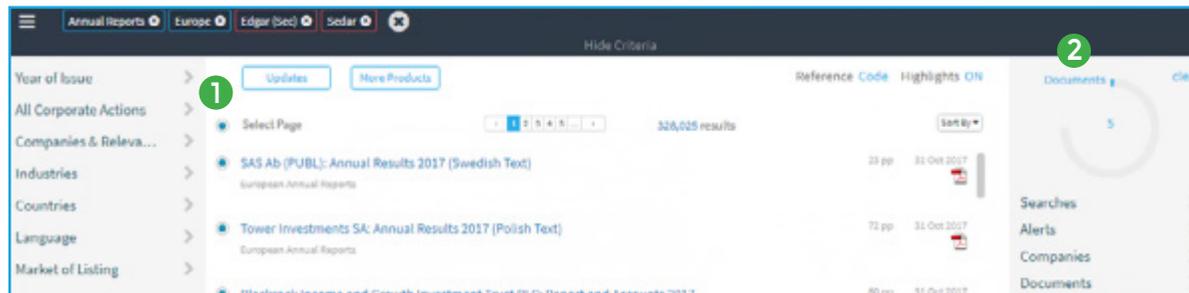
The screenshot shows the 'Query Checker' interface. On the left is a navigation menu with categories: Companies, Financial Reports, All Corporate Actions, and PI Document Types. Under 'PI Document Types', 'Clause Search' is highlighted with a green circle '1'. The main area has a 'Filter by' section with 'Clause type' selected (green circle '2') and a search field containing 'Risk factors'. Below this are several search options: 'Risk Factors', 'Factors Which Are Material For the Purpose of Assessing the Market Risks Associated With the Notes', 'Risks Factors', 'Summary of Risk Factors', 'Financial Risk Factors', and 'Key Risk Factors'.

- 1 From the **Advanced Search Builder**, select **Clause Search** from the Menu.
- 2 First, filter by **Clause Type**. If your clause is not found in the list, use the search field look up, for example Risk Factors.
- 3 To search for text within your clause, select **Text or Phrase** and enter accordingly, for example “exchange rate”.
- 4 The text search syntax help file shows how to construct different text combinations.
- 5 Select **Apply** to add to your search criteria.
- 6 Click on **Search** to view your results.

The screenshot shows the 'Query Checker' interface with the search field containing “exchange rate” in quotes. The 'Filter by' section now has 'Text or Phrase' selected (green circle '3'). Below the search field are six search syntax options: 'Single Term', 'Phrase', 'AND', 'NOT', 'OR', and 'Grouping'. The 'Single Term' option is highlighted with a green circle '4'. A tooltip is visible over the 'Single Term' option, showing a search result snippet with the text: 'system to allow the value of ...', '...omic instabilities, • foreign exchange rate exposures, • imposition of res...', '...Offering in this prospectus EXCHANGE RATE CONVERSION Solely for your co...', '... OEM Industry Fluctuations of ...', and '(vi) a change or development involving a prospective change in or affecting taxation or exchange control (or the implementation of any exchange control), currency exchange rates or foreign investment Laws (including, without limitation, any change in the system under which the value of the Hong Kong currency is linked to that of the currency of the United States or a material fluctuation in the exchange rate of the Hong Kong dollar or RMB against any foreign currency) in or affecting any of the Specific Jurisdictions or affecting an investment in the Shares; or'.

Working with Documents

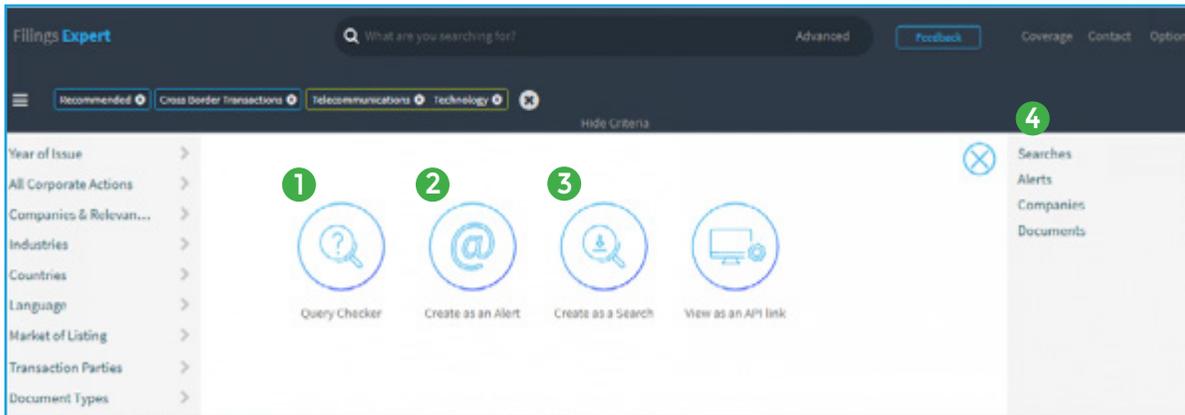
Pin documents from any search to e-mail, download multiple financials to Excel from annual reports and to save document groups.



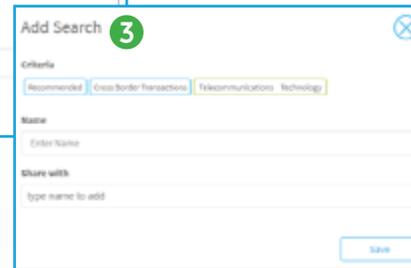
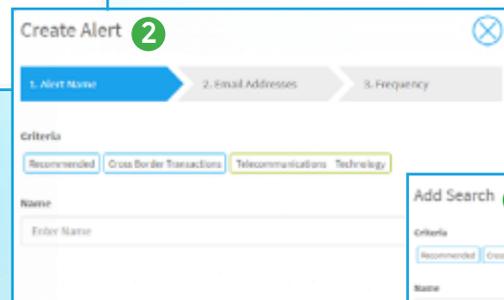
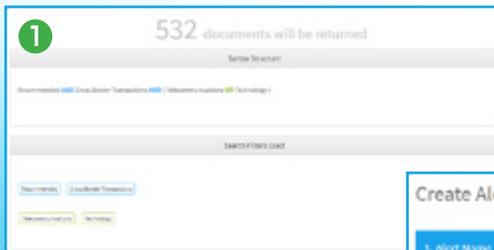
- 1 Pin selected document from any number of searches up to a maximum of 250 documents.
- 2 Click on Documents to review your pinned documents.
- 3 This multifunctional area allows you to:
 - E-mail documents and/or results lists.
 - Filter and download annual report financials directly to Excel.
 - Create individual document groups.
- 4 Clear allows you to quickly remove all documents from this area.

Query Checker, Saved Searches and Alerts

Pin documents from any search to e-mail, download multiple financials to Excel from annual reports and to save document groups.



- 1 Use the **Query Checker** to check your search syntax.
- 2 Set up live, daily, or weekly alerts delivered to your inbox.
- 3 Create saved searches using your base search criteria or company only groups to track your portfolios. These can also be shared with colleagues who have access for ease of collaboration.
- 4 Saved searches, company lists and alerts will be



Support & Assistance

PI Knowledge Centre

Compatible Browsers are Chrome and Internet Explorer 11.

If you experience any display issues, always try the following first:

- Simultaneously press Ctrl and F5 on your keyboard.
- Delete all temporary internet files using your appropriate method for your browser.
- Check that Javascript is enabled and for help please visit <http://enable-javascript.com>
- Some browser versions might require file and font downloads to be enabled, you can do this in the same settings section as described above.
- If you are running IE11 in a lower compatibility mode, you can try pressing F12 and under 'emulation', select a higher compatibility level.

Please check with your support department before making changes to your settings.

For support and assistance:

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