###### Best Corporate Governance Awards 2018

### Self-Nomination for Good Corporate Governance Practices

Name of Company/ Organization:

Annual Report for the year ended:

The Organizing Committee of the Hong Kong Institute of CPAs' Best Corporate Governance Awards 2018 ("Awards") invites listed companies and public sector organizations that are committed to making genuine and voluntary progress in their corporate governance (CG) to nominate themselves for consideration in this category of the Awards.

Please specify any good CG practices that your company/organization has introduced in terms of new CG structures, policies or processes, as disclosed in the 2017/18 annual report. Please indicate how they have been implemented within the company/organization. The extent to which the practices exceed any relevant regulatory requirements will be a factor in drawing up the shortlist. Plans and timetables for making further progress may also be included.

To illustrate the kinds of CG practices that the Awards reviewers and judges are looking for, examples are provided below. Please note, these are only examples and it is not required that the good practices submitted should be in any of these particular areas of CG or, where the practices relate to one or of these areas, that all of the information contained in the examples must be provided.

**Examples:**

1. Risk management and internal control

The disclosures discuss the main risks facing the company and the likelihood of the significant risks occurring. More information is provided about internal control review(s) conducted by the company/ organization, such as specific enhancements made to the process of the review, or whether there were any issues that needed to be addressed and how these were dealt with.

1. Board diversity and/ or the nomination process

Measurable objectives have been introduced by the company/organization and the disclosures indicate progress in achieving the targets, explain the reasons for any variances, and proposed measures to help meet the targets in future. Alternatively, a company/organization may have disclosed more about the process and the criteria for nomination of directors, and described the particular skills and experience that different directors add to the board.

1. Board evaluation

A formal board evaluation process has been introduced, and the disclosures indicate how the evaluation was conducted; for example, whether it was an internal review (conducted by the chairman and/ or others, using a questionnaire or interview format, etc.), or whether, instead, external consultants were engaged; whether the evaluation looked only at board performance as a whole or also the performance of individual directors, and whether a report was produced with recommendations for follow-up actions after the evaluation.

Where a board assessment was already in place, the company/organization could provide information on any substantive enhancements made to the process, e.g., including an evaluation of individual directors' performance for the first time, or engaging qualified external third parties to assist with the evaluation; and/or could explain the recommendations that arose from a previous evaluation and describe how these were followed up.

1. Disclosure of remuneration

The company/organization has introduced a new policy to disclose the remuneration of senior management by name, including an analysis of fixed and variable remuneration; or has provided more information on the policy for determining directors' remuneration and on how individual director's remuneration was broken down into different fixed and variable elements.

1. Management discussion and analysis

More concrete and user-friendly information has been provided about the company’s/organization's financial and non-financial performance, such as comparisons with industry key performance indicators ("KPIs"), the company's own historical KPIs; about its strategy and business development plans, as well as any challenges faced by the industry/ company and how the company is dealing with these; the disclosures provide a clear and objective analysis of the company's prospects in the next year and beyond.

Companies/organizations should aim to provide relevant references or documentation to support their self-nomination.

The Awards reviewers and judges are unlikely to treat new or expanded disclosures, which are primarily the result of implementing new legal or regulatory requirements in Hong Kong, as sufficient to meet the requirement for an award. As indicated above, the focus is on voluntary CG practices that clearly exceed basic compliance with the regulatory requirements.

|  |
| --- |
| **Please describe the good governance practices that your company/ organization has introduced and attach supporting materials** (i.e., publicly-available materials) |
|  |

# Additional pages may be included if the above space is insufficient.

If requested, would your company/ organization be willing to send senior representative(s) to explain to a panel of awards reviewers/ judges further details about the good CG practices your company has introduced?

Yes No