###### Best Corporate Governance Awards 2020

### 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 2020 ("Awards") invites eligible listed companies (i.e., those with a market capitalization of no more than HK$6 billion (as at 30 April 2020)) and public sector organizations that are committed to making substantive, self-initiated 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 or upgraded CG structures, policies or processes, as disclosed in the 2019/20 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 examples only. It is not required that the practices described should cover these particular areas of CG or that all the kinds of the information referred to in the examples must be provided**.

**Examples:**

1. Risk management and internal control

The annual report disclosures discuss the main risks facing the company, the likelihood of the significant risks occurring and the mitigation measures taken. Reasonable information is provided regarding any internal control review conducted by the company/ organization during the year, such as details of how the review was conducted, and whether there were any issues that needed to be addressed and, if so, how these were dealt with.

1. Board diversity and/ or the nomination process

Measurable objectives have been introduced by the company/ organization in terms of increasing board diversity, taking into account factors such as gender, age, cultural and educational background, or professional experience. The disclosures indicate substantive progress toward achieving the targets, explain the reasons for any variances and proposed measures to help meet the targets in future.

Alternatively, a company/ organization has disclosed more details about the criteria and process for the nomination of directors, and described the particular skills and experience that newly-appointed directors, including independent non-executive directors (“INEDs”), bring to the board.

Another area may be that the company/ organization has strengthened the independent element of the board by adding more INEDs beyond the minimum requirement, and has explained what the new INEDs bring to the board, as well as the role and contribution to the board and committees of INEDs generally.

1. Board evaluation

A formal board evaluation process has been introduced, and the disclosures indicate how the evaluation was conducted. This may include information such as whether it was conducted internally (e.g., by the chairman and/ or others) and the format (e.g., a questionnaire, interviews, etc.), or whether, instead, external consultants were engaged. Other matters covered could be 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 process was already in place, the company/ organization may have provided information on any substantive enhancements made to the process, e.g., adding an evaluation of individual directors' performance for the first time, or engaging qualified external third parties to assist with the evaluation; and/ or an explanation may be provided of the recommendations that arose from a previous evaluation with a description of how these have been followed up.

1. Disclosure of remuneration

The company/ organization has introduced a new policy to disclose the remuneration of top management by name, including an analysis of fixed and variable remuneration.

Alternatively, it has provided more information on the policy for determining directors' remuneration and on how individual director's remuneration is broken down into different fixed and variable elements, and whether and, if so, how directors' pay is linked to the company's/ organization's performance.

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"), and/ or the company's/ organization's own historical KPIs; information about its strategy and business development plans, as well as any challenges faced by the relevant industry or company/ organization and how it is dealing with these challenges. The disclosures provide a clear, balanced and objective analysis of the company's/ organization's prospects or outlook in the next year and beyond.

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

**Please note that the focus is primarily on voluntary CG practices that exceed basic compliance with the regulatory requirements. As such, descriptions of new or expanded disclosures and practices that are essentially the result of implementing new legal or regulatory requirements are unlikely to be sufficient, by themselves, to be considered for an award, even though they may improve a company's/ organization's standard of CG.**

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