



2015 BEST ANNUAL REPORTS AWARDS

ENTRY FORM

ORGANIZER



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1. Definition and Purpose

The Best Annual Reports Awards is an annual competition organized by The Hong Kong Management Association. The purpose of the Awards is to encourage the publication of timely, accurate, informative and well-presented annual reports for shareholders, stakeholders, employees and others who may have an interest in the performance and activities of the organizations in question and to recognize and honour the organizations for their exemplary achievement in producing such reports.

2. Categories of Awards

Awards will be offered in the following two categories:

- General
- Non-Profit-Making and Charitable Organizations

2.1 Overall Awards

Gold, Silver and Bronze prizes and Honourable Mentions will be awarded in both categories. A "Best Report Award" will be awarded to a company/organization if the Panel of Adjudicators finds that its annual report has sufficient merit to deserve the prize.

2.2 Special Award

A special award for Sustainability Reporting will be awarded in both categories. The winning entries will be nominated for the joint Sustainability Reporting Awards of the Australasian Reporting Awards and the HKMA Best Annual Reports Awards.

2.3 Sub-Category Awards

The following sub-category awards will be offered to recognize other exceptional achievements:

- Citation for Corporate Governance Disclosure
- Citation for Design
- Best New Entry
- HKMA 55th Anniversary Judges' Special Award

Please note that sub-category awards will be awarded in both categories. Winners of overall awards (i.e. Best, Gold, Silver, Bronze and Honourable Mentions) would not be included in the assessment for the sub-category awards as they have already attained an outstanding level in each of the judging criteria.

3. Panel of Adjudicators

The following persons have been appointed by The Hong Kong Management Association to serve on the 2015 Panel of Adjudicators:

Professor Richard Petty (Chairman) FCPA (Aust., Life), FAICD
Chairman
Australian Chamber of Commerce Hong Kong & Macau
Past Chairman & President
CPA Australia
Professor in Accounting and Finance
Macquarie Graduate School of Management
(Representing CPA Australia)

Ms Jill Cheshire RIBA, HKIA
Director
Jill Cheshire Design

Dr P M Kam FCIS, FCS, FCPA
Former Chief Executive Officer
Financial Reporting Council
(Representing The Hong Kong Institute of Chartered Secretaries)

Dr Keith Lam CFP^{CM}, FCGA
Former Vice Chairman - Finance and Administration
Institute of Financial Planners of Hong Kong
Deputy Principal
HKU SPACE Po Leung Kuk Stanley Ho Community College
(Representing Institute of Financial Planners of Hong Kong)

Mr Derek Mok CFA, CPA (Aust.), FCPA, FRM
Vice President and Board of Director
The Hong Kong Society of Financial Analysts
Head of Asset Management and Chief Investment Officer
RHB OSK Asset Management Limited
(Representing The Hong Kong Society of Financial Analysts)

Dr Neale O'Connor FCPA (Aust.)
Associate Professor
School of Business
Hong Kong Baptist University

Mr Steve Ong FCA, FCPA
Senior Vice President, Head of Accounting Affairs,
Listing Department
Hong Kong Exchanges and Clearing Limited
(Representing Hong Kong Exchanges and Clearing Limited)

Dr John Tang Solicitor, FCPA
National Director, Independence - China
Ernst & Young

Mr Trini Tsang SFHKSI
Board Director
Hong Kong Securities and Investment Institute
Executive Director and General Manager
Wocom Holdings Limited
(Representing Hong Kong Securities and Investment Institute)

4. Method and Rules of Judging

Entries will be judged in accordance with the Schedule of Criteria. The Panel of Adjudicators will not only judge individual reports for their compilation with relevant standards or best practice but also take note of the sufficiency and relevance of the contents as well as the understandability and the manner in which information is presented.

The decision of the Panel of Adjudicators will be final and binding. In the event of the adjudicators being unable to reach a decision or find entries of sufficient merit, the Panel may withhold any or all of the awards at its absolute discretion.

SCHEDULE OF CRITERIA

General

1. Conformity with the requirements of the relevant financial reporting standards, including Hong Kong Financial Reporting Standards / International Financial Reporting Standards / China Accounting Standards for Business Enterprises; and the provision of accounting information over and above the requirements
2.
 - a. Conformity with the disclosure requirements of the Hong Kong Stock Exchange and Hong Kong Companies Ordinance
 - b. Provision of voluntary information relating to corporate governance
3.
 - a. General presentation such as design, general layout, photographs, graphs, charts, diagrams and indexing
 - b. Understandability, clarity and conciseness
4. Summary of past results and highlights
5. Management discussion and analysis
 - a. General description of business
 - b. Analysis of assets/liabilities
 - c. Analysis of income/expenses
6. Indications of prospects / Forward looking statements
7. Employee relations and development / Corporate social responsibility
8. Promptness of reporting

Non-Profit-Making and Charitable Organizations

1. General presentation of financial statements
 - a. Balance sheets
 - b. Income statements
 - c. Cash flow statements
 - d. Details of revenue and expenses
2. Provision of information relating to corporate governance
3.
 - a. General presentation such as design, general layout, photographs, graphs, charts, diagrams and indexing
 - b. Understandability, clarity and conciseness
4. Purpose, general description of activities and performance
5. Indications of prospects/ Forward looking statements
6. Employee relations and development / Corporate social responsibility
7. Promptness of reporting
8. Availability of the annual report on the organization's website

Note : In both categories, it is considered helpful that the annual reports and financial statements be available in both English and Chinese.

5. Eligibility for Entry

Any company or organization listed in Hong Kong, or with its registered office or a principal place of business in Hong Kong is eligible to enter the competition. (The Hong Kong Management Association reserves the right to decide on eligibility for entry.)

6. Entry Requirements

Participating companies or organizations are required to submit the below documents:

1. A completed Entry Form
2. 11 copies of the latest published English / Bilingual annual report and financial statements of the company or organization in respect of any financial year ended in either 2014 or during 2015
3. 3 copies of Chinese version of annual report and financial statements (where appropriate)
4. A CD containing the electronic copy of the full report
5. A paragraph of 100 words maximum as a supplementary document highlighting the special areas which they have done particularly well and have shown significant improvements (for nomination for HKMA 55th Anniversary Judges' Special Award)

The above documents should be submitted by 3 July 2015, to:

**The Secretariat
2015 HKMA Best Annual Reports Awards
The Hong Kong Management Association
16/F, Tower B, Southmark, 11 Yip Hing Street, Wong Chuk Hang,
Hong Kong**

Please note that full reports, not a summary, must be submitted for judging purposes. All other annually issued public reports such as Sustainability Report should also be submitted.

For those companies or organizations whose balance sheet date is 31 March 2015 or later, the latest published annual report and financial statements must be submitted by 15 July 2015, but the completed Entry Form must be submitted by 3 July 2015.

For enquiries, please call Ms Carol Wong on 2774 8585 or Ms Doris Ng on 2774 8533 during normal office hours.

7. Participation Fee

A participation fee of HK\$1,480 ("General" Category) / HK\$980 ("Non-profit Making and Charitable Organizations" Category) will be charged for each participating organization.

8. Retention of Reports

All reports submitted for the Awards will be retained or disposed by The Hong Kong Management Association at its discretion.

9. Exhibition and Publicity

An Awards Presentation Ceremony will be held at Island Shangri-La, Hong Kong in November followed by an exhibition. The Hong Kong Management Association reserves the right to exhibit, or to use any of the submitted reports to publicize or promote the Awards or exhibition at its discretion.

1. Annual report title:
2. Balance sheet date:
3. Annual report entered for consideration for award in the category ticked hereunder:
 General Non-Profit-Making and Charitable Organizations
4. Name of company/organization participating in the Awards:
 Stock number (If applicable):

Person-in-Charge of the Submission

Name (Mr/Ms) : Position :
Address :
Email Address :
Telephone : Fax :

Declaration: I authorize the HKMA to use my data to keep me informed of any direct marketing information including training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

I consent. I do not consent.

Signature : Date : (by 3 July 2015)

5. Contact person (if different from above) / Representative of Participating Company
Name of Company (Representative):
Name (Mr/Ms) : Position :
Address :
Email Address :
Telephone : Fax :

Declaration: I authorize the HKMA to use my data to keep me informed of any direct marketing information including training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

I consent. I do not consent.

Signature : Date :

6. Date of despatch of the Annual Report to the shareholders/stakeholders: DD / MM / YY
7. Is the company / organization the first time to enter the Awards? **(For the Award - Best New Entry)**
 Yes No
8. Does the company / organization submit any supplementary document highlighting the special areas which they have done particularly well and have shown significant improvements? **(For HKMA 55th Anniversary Judges' Special Award)**
 Yes No
9. a. Is the annual report available on the website of the company / organization?
 Yes (website address: Date of availability: DD / MM / YY) No
b. If not, is it available on another website? Yes (website address:) No
10. Submission of report(s) as ticked hereunder:
 11 copies of English / Bilingual version and 3 copies of Chinese version of report, and a CD containing the electronic copy of report attached
 11 copies of report and a CD will be submitted by (Date)

Please note that full reports, not a summary, must be submitted for judging purposes.

- Notes:**
1. I shall comply with The Hong Kong Management Association (HKMA) Privacy Policy Statement, the Hong Kong Personal Data (Privacy) Ordinance (Cap.486) and other related regulations which will be changed from time to time. I declare that the data given in support of this application are, to the best of my knowledge, true, accurate and complete. I understand that the data will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
 2. I understand that, upon my registration in the programme, the data will become part of the HKMA record and may be used and processed for all lawful purposes relating to my academic and/or non-academic activities in accordance with the established policy of the HKMA and the Hong Kong Personal Data (Privacy) Ordinance (Cap.486).
 3. I expressly consent that the personal data will be used for the HKMA administrative, academic, research, statistical, alumni activities and prescribed purposes as allowed by the HKMA and the laws of Hong Kong from time to time.

A crossed cheque: for HK\$ made payable to "The Hong Kong Management Association" is enclosed. *HK\$1,480 ("General") / HK\$980 ("Non-Profit-Making and Charitable Organizations") for each participating organization.

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Co-organizer



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Principal Sponsor



Grand Sponsors



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