



2018 BEST ANNUAL REPORTS AWARDS

ENTRY FORM

**Open for
Online Applications!**
Deadline: 3 July 2018



**Joint
Special Award**

**8
Sub-Category
Awards**

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 Award 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:

- Excellence Award for Charitable Organizations;
- Excellence Award for First-Year Listed Companies;
- Excellence Award for H Share & Red Chip Entries;
- Excellence Award for Small Size Entries;
- Best New Entry;
- Citation for Design;
- Citation for Environmental, Social and Governance Disclosure;
- Judges' Special Award

For the purpose of these awards:

- small size entries are defined to be any companies/ organizations with no more than 250 full-time employees; and
- charitable organizations are defined as organizations which are exempted from tax under Section 88 of the Inland Revenue Ordinance.

Please note that winners of overall awards (i.e. Best, Gold, Silver, Bronze and Honourable Mentions) would not be included in the assessment for Citation for Design, Citation for Environmental, Social and Governance Disclosure and Judges' Special Award 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 2018 Panel of Adjudicators:

Mr Patrick Wu (Chairman)

Regional Managing Director, Greater China
Duff & Phelps

Ms Jill Cheshire

Director
Jill Cheshire Design

Professor Edward Chiu

Associate Professor
Centennial College

Mr Paul Day

Board Director
Hong Kong Securities and Investment Institute
Managing Director
Morgan Stanley
(Representing Hong Kong Securities and Investment Institute)

Dr Keith Lam

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

Vice President
The Hong Kong Society of Financial Analysts
Chief Investment Officer
Fubon Convoy Asset Management (HK) Limited
(Representing The Hong Kong Society of Financial Analysts)

Mr Steve Ong

Senior Vice President, Head of Accounting Affairs, Listing
Department
Hong Kong Exchanges and Clearing Limited
(Representing Hong Kong Exchanges and Clearing Limited)

Ms May Tsue

Fellow Member
The Hong Kong Institute of Chartered Secretaries
Joint Company Secretary
CNOOC Limited
(Representing The Hong Kong Institute of Chartered Secretaries)

Dr Raymond Wong

Associate Head and Associate Professor
Department of Accountancy
City University of Hong Kong

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 information relating to environmental, social and 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. Promptness of reporting
8. Accessibility of the annual report on the organization's website

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 environmental, social and 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. Promptness of reporting
7. Accessibility 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 online application form
2. 5 hard 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 2017 or during 2018
3. 2 hard copies of Chinese version of annual report and financial statements (where appropriate)
4. 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 Judges' Special Award)

The above documents should be submitted online by 3 July 2018.

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 2018 or later, the latest published annual report and financial statements must be submitted by 13 July 2018, but the completed Entry Form must be submitted by 3 July 2018.

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

7. Participation Fee

A participation fee of HK\$1,880 ("General" Category) / HK\$1,180 ("Non-profit Making and Charitable Organizations" Category) will be charged for each participating organization. Participation fee will be waived for small size entries under "Non-profit Making and Charitable Organizations" Category with no more than 250 full-time employees.

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 late October 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.

Please scan the below QR code or visit <http://awards.hkma.org.hk/bara/enrol.php> to access the online application form.



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