



## Nomination and Entry Form

### Nomination Form

#### A. Nominator

**Nomination by a third party\*** (please complete all sections of this Form)

**Self Nomination** (please complete sections B & C, then complete the Entry Form)

#### Information about the Nominator

Name in English:

Name in Chinese (if applicable):

Company:

Position:

Relationship with nominee company:

Phone No.:

Fax:

E-mail:

Signature of Nominator:

Date:

\* The nominator may forward the completed Nomination Form together with the Entry Form directly to the nominee company for completion. Alternatively, the nominator may submit the completed Nomination Form to the Award Organising Committee (AOC) by fax to (852) 3411 2046 at least one month before the closing date (i.e. Tuesday, August 31, 2010) for the AOC to contact the nominee company with sufficient time.

#### B. Nominee Company Information

Company Name in English:

Company Name in Chinese:

Sector/ Nature of Business:

Stock Code:

Address:

Contact Person (if known):

Phone:

Fax:

Website:

#### C. Award Category

Each company can be nominated for **one** of the following categories:

1.  **Main Board Companies:** Hang Seng Index Constituent Companies
2.  **Main Board Companies:** Hang Seng Composite Index Constituent Companies (excluding Category 1 Companies)
3.  **Other Main Board & GEM Board Companies**

An **Overall Winner** may be selected from amongst the winners of the above three categories by the Award Judging Panel to recognize the most outstanding commitment and achievement of corporate governance of a listed company. No nomination is required for this award.

Special prizes or honourable mentions may also be awarded to honour those companies that have demonstrated exceptional commitment and achievement in a particular area of corporate governance as stated in the "Judging/ Criteria" section of this website.

## Entry Form (To be filled by Nominee Company)

### A. Contact Person Submitting the Entry

Addressing Title (Mr/Mrs/Ms/Dr/Prof etc) :

Name in English :

Name in Chinese (if applicable):

Position in the Company:

Phone:

Fax:

Email:

Signature of representative for and on behalf of the nominee company:

Name in Block Letters :

Title :

Date :

### B. Self Evaluation Report

In a separate document, please prepare a Self-Evaluation Report (SER) summarizing your company vision, approach, commitments, corrective actions, innovations, significant improvements and achievements in the 8 areas of corporate governance as stated in the "Judging/ Criteria" section of this website.

#### Special attention will be paid to the following three areas:

1. Innovations and significant improvements in corporate governance made over the last three years.
2. Efforts made to internalize and pursue the highest principles of corporate governance over-and-beyond compliance with requirements.
3. Ability to show positive business impact of the corporate governance spirit and practices.

Companies are encouraged to provide objective evidence and concrete examples to substantiate the above to facilitate evaluation.

### C. Provision of Supporting Material

Please provide the latest audited annual reports and any other further information that will support and substantiate your application.

### D. Declaration & Signature

My company wishes to be considered for the Hong Kong Corporate Governance Excellence Awards 2010. I declare that the information submitted in the award Entry Form is accurate to the best of my knowledge and agree that the decisions made by the organizer and the judge panel are final and binding in all aspects relating to the Hong Kong Corporate Governance Excellence Awards 2010. My company agrees to comply with the terms and conditions specified in the Award Scheme.

### E. Administration Fee

An Administration Fee of HK\$1,200 is applicable for each entry. Payment of the entry fee shall be made by cheque payable to "The Chamber of Hong Kong Listed Companies". The cheque should be attached to the completed entry form at time of submission. Alternatively, payment can be made via bank transfer, received on or before the submission deadline. (Please note that there is a bank service charge for a bank transfer which must be paid by the sender.) The bank account details are as follows:

Bank: Standard Chartered Bank (HK) Ltd.

Bank Address: 4-4A, Des Voeux Road, Central, Hong Kong  
Beneficiary Account: 447-1-089308-9

Beneficiary: The Chamber of Hong Kong Listed Companies

#### Completed Nomination Form and/or Entry Form with SER and supporting material shall be sent to:

Awards Secretariat

Award Organising Committee

The Hong Kong Corporate Governance Excellence Awards

c/o Centre for Corporate Governance and Financial Policy

School of Business, Hong Kong Baptist University

Room 532, Wing Lung Bank Building for Business Studies

34 Renfrew Road, Kowloon Tong

Hong Kong

E-mail: ccgfp@hkbu.edu.hk Phone: (852) 3411 5728

**Important: Last date of submission of entry is Thursday, September 30, 2010**

