



Guideline of Corporate Governance Plan (for organizational applicant)

For applicants with separate legal entities (e.g. incorporated under the Companies Ordinance), you are required to submit a Corporate Governance Plan (CG Plan) covering following key component.

	Component	Description
1	Board Structure and Composition	<ul style="list-style-type: none"> • Clear roles of board and executives • Desirable ratio of different types of directors
2	Board Operation and Effectiveness	<ul style="list-style-type: none"> • Effective use of committees • Proper declaration of interest
3	Strategy, Planning and Monitoring	<ul style="list-style-type: none"> • Clear objectives and plan • Effective budgeting and monitoring
4	Transparency and Disclosure	<ul style="list-style-type: none"> • High degree of transparency • Regular and proper reporting
5	Social Expectations	<ul style="list-style-type: none"> • Contributing to social interest • Accountable to the public, government, etc.
6	Risk Management and Compliance	<ul style="list-style-type: none"> • Effective risk management • Independent internal control and audit
7	Compliance with Laws and Regulations	<ul style="list-style-type: none"> • Complying with relevant ordinances and codes

References

Guidelines on Corporate Governance for SMEs in Hong Kong (2nd Edition)

http://www.hkiod.com/document/corporateguide/sme_guidelines_eng.pdf

Assessment Matrix Reference Guide on Standard, Criteria Assessment Indicators and Assessment Steps for Service Quality Standards (SQSs)

http://www.swd.gov.hk/doc/assmt16_e/guide.pdf

Guide on Internal Control and Risk Management – A Basic Framework, by Hong Kong Institute of Certified Public Accountants

[http://www.hkicpa.org.hk/file/media/section4_cpd/Continuing%20Professional%20Development%20Programme%20\(CPD\)/Guide_Eng_August.pdf](http://www.hkicpa.org.hk/file/media/section4_cpd/Continuing%20Professional%20Development%20Programme%20(CPD)/Guide_Eng_August.pdf)