

## Guidelines to Candidates Running for Board Election at the 18<sup>th</sup> Annual General Meeting

### PLEASE READ THE FOLLOWING INFORMATION CAREFULLY

1. Deadline for nomination for Board election: **5:30 p.m. 4 November 2015 (Wednesday)**. Should a candidate fail to supply the requisite information to the Company Secretary of the Institute on or before the Deadline, the Institute has the right not to accept the nomination.
2. Candidates are required to submit the following documents to the Company Secretary of the Institute (Address: Room 510, 5/F, Wing On Centre, 111 Connaught Road Central, Hong Kong) on or before nomination deadline:
  - i) Duly completed ORIGINAL in writing "Nomination form for Board Election at the 18<sup>th</sup> AGM" (please refer to Note 1 for details).  
The nomination form can be downloaded from <http://www.hksi.org/agm2015/en.html>
  - ii) Your Personal Statement (please refer to Note 2 for details); and
  - iii) Recent passport photo (Size: 40mm(W) x 50mm(H) or 1200px(W) x 1600px(H) in JPG format).

#### (Note 1) Nomination Form ("NF")

- A valid NF has to be:
  - Duly completed and signed by the candidate;
  - With at least **25** qualified voting members (Senior Fellows, Fellow Members, Ordinary Members or Authorized Representatives of Corporate Members of the Institute) signed on the nomination form;
  - Any voting member can propose **ONLY ONE** candidate from each business sector. If any member proposes more than one candidate from one single business sector, the proposal of such member in relation to the candidates who fall within the same business sector will be invalid and shall not be taken into account for counting of the number of proposers;
  - The candidate has to indicate his/her business sector selected. Below is the business sector representation of the 12 elected members of the current Board:

Business Sector *	No. of Board Directors	No. of Directors who will retire at 18 <sup>th</sup> AGM	Maximum no. of vacancies in each business sector *
Securities Industry	2	1	2
Futures Industry	1	-	2
Fund Management Industry	2	-	1
Investment Analysts Group	1	-	2
Corporate Finance Group	1	-	2
Academia	2	1	2
Others	3	2	2
<b>Total</b>	<b>12</b>		

\* Pursuant to article 8.01 of the Institute's Articles of Association, the Board shall consist of at least one (1) director but not more than three (3) directors from each of the business sector.

#### (Note 2) Personal Statement ("PS")

- Both in English and Chinese with maximum 250 words for each of the version in Word format
- Candidates may consider to include the following information in the PS:
  - i) Basic personal information (Name, photograph and membership no. of the Institute)
  - ii) Academic and professional qualification(s)
  - iii) Indicate category represented and provide information to support relevance
  - iv) Employment position(s) and company(s) in recent TEN years
  - v) Years of membership and participation in Board, Committee(s), Sub-Committee(s), Group(s), other volunteer and supporting capacities in the Institute in the past TWO years
- The Institute may vet the PS for any incorrect statements, but only for information that can be checked against the Institute's record.

**Commitment Expected of Directors**

- Attend Board meetings around 4-6 times per year
- Sit on at least one standing committee
- Committee chairs are also Executive Committee members
- Lead by example in support, participation in events & programmes, sponsorship beyond member and committee expectation

**Enquires**

If you have any questions regarding the nomination process, please feel free to contact Mr Alex Mak, Company Secretary of HKSI Institute on 3120 6100 or Ms ChereneYip on 3120 6114, or via email: [agm@hksi.org](mailto:agm@hksi.org).