

Summary of Minutes of the Audit Committee Meeting of Hong Kong Internet Registration Corporation Limited and Hong Kong Domain Name Registration Company Limited held on Wednesday 28 Jun 2017

Present : Mr Stephen HO Wai Chung (Chair), Prof Francis CHIN Yuk Lun, Mr Leo KAN and Gabriel PANG Tsz Kit

1. Follow up with Hong Kong Building Inspection & Structural Diagnostic Limited(HKBI): Committee agreed to consult legal advice and send a legal letter to HKBI demanding for a refund of the inspection service fee.
2. To review and endorse for Board approval the HKIRC-HKDNR cost allocation ratios for Jul 2017 to Dec 2017: Committee members had comments on the proposed cost allocation ratios. Management would review the ratios again and submit it for Committee's endorsement.
3. Report the status of Internal Audit: Committee reviewed the timetable and scopes of the Internal Audit to be conducted in 2017. Committee Members had some comments on the scopes. Management would liaise with the Auditors to revise the scope.
4. Review progress of follow-up actions for 2015 security audit: Committee reviewed and endorsed the progress report for the follow up actions on 2015 security audit. Committee noted that the last outstanding item would be fixed in August 2017.
5. Review additions and deletions to the list of Company policies, guidelines and procedures: Committee noted the updated changes on the list of Company policies, guidelines and procedures.
6. Review and endorse for Board approval the revised Finance and Accounting Policies, Guidelines and Procedures: Committee reviewed and endorsed for Board approval the revised Finance and Accounting Policies, Guidelines and Procedures.
7. Quarterly performance of HKIRC for the quarter of Q1 of 2017: Committee members noted the performance report of HKIRC for the quarter of Q1 of 2017.