

Summary of Minutes of the Board Meeting of Hong Kong Internet Registration Corporation Limited and Hong Kong Domain Name Registration Company Limited held on Thursday 19 January 2017

Present: Mr Simon CHAN Sai Ming (Chairman), Prof. CHIN Yuk Lun, Francis, Mr Eric FAN Kin Man, Mr Erwin HUANG, Mr Leo KAN Kin Leung, Miss Ping WONG and Mr Lento YIP Yuk Fai

1. Status of office movement: The Board noted that Building Inspection & Structural Diagnostic Limited was appointed as the vendor to conduct the defect checking for the Company. The Board noted that there is a major structural defect located at the recreation area and the designer will fix it soon. The Board noted that the move will be arranged on 4 February 2017. The Board also agreed to arrange a celebration party in the new office on 23 February 2017.
2. Cost allocation ratios for Jan to Jun 2017: The Board approved the proposed cost allocation ratios from Jan to Jun 2017.
3. Non-budgeted expenditure to shorten time to recruit IT staff using recruitment agencies: The Board approved the non-budgeted expenditure for engaging recruitment agencies to recruit an Analyst Programmer.
4. Timetable for 2017 Board Election and AGM: The Board approved the timetable for 2017 Board Election and AGM.
5. Budget for 2017: The Board has some comments on the revenue of the budget and requested Management to revise it again.
6. Proposed 2017 company targets: The Board deferred to discuss the 2017 company targets to next Board meeting in March.
7. Recommendation on 2016 performance bonus and 2017 salary adjustment: The Board reviewed and approved the recommendation on 2016 Performance Bonus and 2017 Salary Adjustment.
8. Monthly report: The Board reviewed Finance and Statistics Report, Business Development Report, Marketing Report, Technology Report and the Organization Chart of the Company.