

**Summary of Minutes of the Board Meeting of Hong Kong Internet Registration Corporation Limited and Hong Kong Domain Name Registration Company Limited held on Wednesday 30<sup>th</sup> September 2015**

Present: Mr Joseph Yu, *MH* (Chairman), Mr FAN Kin Man, Mr HUANG Erwin, Mr Leo KAN Kin Leung and Mr Felix SEE Chi Kwok.

1. Meeting with ICAC and Code of Conduct for HKIRC Directors: The Board noted that ICAC has recently approached management and offered help to review the code of conduct of the Company which is a public body. The Board noted that ICAC can also arrange integrity management workshop and assignment studies if the Company so wants.
2. Statistics on staff turnover: The Board noted the statistics on staff turnover in the past few years. The Chairman asked the CEO to monitor the teams with high staff turnover closely.
3. Review on R/R Model and election mechanism: The Board noted and approved the proposed timeline to review the R/R Model and election mechanism. Management will issue the RFP for the review on R/R Model around Oct 2015.
4. Request for Proposal for the 3-year internal audit from 2016 to 2018: The Board noted and approved the revised scope in the RFP and the proposed schedule for the internal audit of HKIRC 2016-2018.
5. Proposed HKIRC-HKDNR cost allocation ratios for July 2015 to December 2015: The Board approved the proposed HKIRC-HKDNR cost allocation ratios for July 2015 to December 2015.
6. Amendments to the Employee's Handbook: The Board noted and approved the amendments to the Employee's Handbook.
7. Progress on price adjustment by HKIRC and HKDNR: The Board noted the progress on price adjustment by HKIRC and HKDNR.
8. Monthly report: The Board reviewed Finance and Statistics Report, Business Development Report, Marketing Report, Technology Report and the Organization Chart of the Company.