

**Summary of Minutes of the Executive Committee Meeting of Hong Kong Internet Registration Corporation Limited and Hong Kong Domain Name Registration Company Limited held on Thursday 18 February 2016**

Present: Mr Simon Chan Sai Ming, Prof Francis Chin Yuk Lun, Mr Fan Kin Man, Mr Leo Kan Kin Leung, Miss Ping Wong and Mr Young Wo Sang.

1. Recommendation on vendor for the HKDNR website revamp: The Committee approved the recommendation to appoint KBQuest as the vendor for website revamp project.
2. Selection of Scrutinizer for the 2016 Election and AGM: The Committee approved the recommendation to appoint Patrick Wong C.P.A. Limited as the scrutinizer for the 2016 Election and AGM.
3. Venue for the 2016 Annual General Meeting: The Committee approved the recommendation to arrange the 2016 Annual general Meeting at United Conference Centre.
4. Inviting a Director to sit on the evaluation panel for the RFP for customer hotline 2016-19: The Committee appointed Mr Leo Kan to sit on the evaluation panel for the RFP for customer hotline 2016-19.
5. Proposed reputation risk management: The Committee approved the proposed measurement of the reputation risk management KPI and the weighting of this KPI.
6. Cover and layout design for the 2015/16 Annual Report: The Committee approved the appoint Equity Financial Press as the vendor for designing and producing the 2015/16 Annual Report.
7. RFP for selecting a consultant to conduct view and recommend options to increase HKIRC membership participation: The CEO will review the scope to include review of the class switching process, enhancing membership scheme and benefits and services etc.
8. Finance and statistics report: The Committee noted that a loss was incurred by HKDNR but was better than the budget.