



## Personal Profile for Board Appointment Candidates Register

### 「董事委任候選人名錄」個人簡歷表格

Please complete all data clearly, fill in name box on top of each page and return to:-

The Hong Kong Institute of Directors

2104 Shanghai Industrial Investment Building, 48 Hennessy Road, Wan Chai, Hong Kong

請清楚填寫資料並每頁上角填上姓名後遞回：

香港董事學會 - 香港灣仔軒尼詩道 48 號上海實業大廈 2104

Tel 電話: (852) 2889 9986 Fax 傳真: (852) 2889 9982

Email 電郵: executive@hkiod.com Web-site 網址: <http://www.hkiod.com>

From time to time, The Hong Kong Institute of Directors is requested by outside companies/organizations to introduce suitable persons for board appointment. These requests include listed companies and regulated companies appointing Independent Non-Executive Directors, private companies appointing outside Non-Executive Directors, government, statutory and service organizations appointing board/committee members.

The Institute maintains a **Board Appointment Candidates Register** with the aim of facilitating companies in their search and well-experienced members in their offer of service.

A member completing and returning this form agrees to be included in the Register. The information collected on this form and other personal data of the respective member maintained in the Institute's membership database serve as reference data facilitating selection.

Before putting forward a name list, the Institute seeks the concerned members' consent and requires the signing of a Member Undertaking Document to acknowledge ex-gratia service of the Institute being provided as a service to its members.

The Institute undertakes to maintain members' sensitive information in strict confidence but does not guarantee appointment. Whilst the Institute plays an introduction role, the appointing and appointed parties are responsible for their respective analyses, negotiations and decisions and hold the Institute free from liability whatsoever.

The Institute has adopted a Personal Data (Privacy) Policy, full details of which are downloadable from <http://www.hkiod.com/statement.html>. Data subjects have a right of access and correction regarding their respective personal data. Inquiries and requests can be directed to the Institute by post or by fax to the contacts indicated above or by email to [personaldata@hkiod.com](mailto:personaldata@hkiod.com). Personal data collected by this document will be used to process registration for the Board Appointment Service.

本會常接外界公司／組織要求介紹合適人選接受董事任命，這些要求包括上市公司及受規管公司委任獨立非執行董事、私人公司委任外來非執行董事、政府、法定、服務組織委任董事會及委員會成員。

本會設立一「董事委任候選人名錄」，藉此協助有需要公司提供介紹及協助經驗豐富的會員提供服務。

會員填妥及擲回本表格即表示同意被列入此名錄。本表格所收集的資料連同本會會員資料庫上該會員其他個人資料將為參考備用，以供選擇。

本會在遞交名單前必取得有關會員同意，並簽署會員承擔文件，接受本會的免費介紹服務。

本會承諾保持會員敏感資料作為機密，但並不擔保被委任。本會只承托介紹，但委任者及被委任者均各自負責一切分析、雙方商議及決定，並確認本會在有關之委任並不需承擔任何責任。

香港董事學會訂定個人資料(私隱)政策，其詳細內容可下載自網頁 <http://www.hkiod.com/statement.html>。資料當事人有權查閱及更正其相關個人資料。如有任何查詢或要求，可以書面方式向學會提出。聯絡地址及傳真列於本文上，電郵：[personaldata@hkiod.com](mailto:personaldata@hkiod.com)。此表格提供的個人資料會用作登記參加董事委任服務。

## Personal Particulars 個人資料

Addressing Title (Mr/Mrs/Miss/Dr/Prof/Ir etc) 英文稱號: \_\_\_\_\_ Name in Chinese 中文姓名: \_\_\_\_\_

Name in English 英文姓名: \_\_\_\_\_

Name of Current Principal Company in Chinese and English

現時所屬主要公司中文及英文名稱: \_\_\_\_\_

Contact Address 通訊地址: \_\_\_\_\_

Tel No 電話號碼: \_\_\_\_\_ Fax No 傳真號碼: \_\_\_\_\_ Email 電郵: \_\_\_\_\_

Qualifications 學歷: \_\_\_\_\_

Total years business/work 全部工作年資: \_\_\_\_\_ Years as Director/equivalent 董事/同等資深職務年資: \_\_\_\_\_

Languages in which fluent (indicated by ✓) 流利語言 (以✓顯示): -

	English 英語			Cantonese 粵語
	Other non-Chinese languages 其他非中文語系:			Putonghua 普通話
				Other Chinese dialects 其它中國方言:

Industry/Professional Background/Skills (✓indicating significant experience)

行業/專業背景/才能 (以✓顯示相當經驗): -

	✓			✓	
0100		Academic, Education Services 教育、教育服務	1300		Legal Services 法律服務
0200		Accountancy Services 會計服務	1400		Manufacturing 製造
0300		Architectural, Building, Construction Engineering, Surveying 建築、建造、建築工程、測量	1500		Marketing, Advertising, Event Management 市務、廣告、活動統籌
0400		Arts, Culture, Entertainment 藝術、文化、娛樂	1600		Medical, Healthcare 醫務、健康護理
0500		Banking, Financial Services, Investment 銀行、財務服務、投資	1700		Property Development, Property Agency, Property Management 地產發展、地產代理、地產管理
0600		Business Services, Management Services 業務服務、管理服務	1800		Recreation, Sports 康樂、體育
0700		Catering, Hotel, Tourism 飲食、酒店、旅遊	1900		Retail 零售
0800		Communications, Publishing 傳訊、出版	2000		Security, Safety 保安、安全
0900		Government, Statutory Bodies 政府、法定機構	2100		Trading 貿易
1000		Human Resources Recruitment, Search & Training 人力資源招聘、尋獵、培訓	2200		Transport 運輸
1100		Insurance 保險	2300		Utilities 公用事業
1200		Information Technology 資訊科技	2400		Welfare & Social Services 社會服務、福利服務
			9000		Other: 其他:

**List of Directorships 擔任董事職位** *If necessary, please attach additional sheets. 如有需要, 請另附頁。**Category: listed company or private company or government/ statutory/not-for-profit organization.**Position: Executive Director (ED) or Non-Executive Director (NED) or Independent Non-Executive Director (INED).*

類別: 上市公司 或 私人公司 或 政府/法定/非牟利組織

職位: 執行董事(ED) 或 非執行董事(NED) 或 獨立非執行董事(INED)

**Present appointments 現時擔任董事職位:-**

Company or Organization 公司或組織	Category 類別	Position indicated by ✓ 以 ✓ 顯示職位		
		ED	NED	INED

**Appointments in past 5 years (not already included above) 過去五年擔任董事職位 (以上除外) :-**

Company or Organization 公司或組織	Category 類別	Position indicated by ✓ 以 ✓ 顯示職位		
		ED	NED	INED

## Other information 其他資料

Major public or community service 主要公職:-

Organization 組織	Position 職位

As Non-Executive Director, I can play the following role in a Board

作為非執行董事，本人可扮演以下角色:-

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Wise-man 智者               | <input type="checkbox"/> Contact person 聯絡人    | <input type="checkbox"/> Monitor 檢察員            |
| <input type="checkbox"/> Specialist 專才             | <input type="checkbox"/> Catalyst 先鋒           | <input type="checkbox"/> Independent Voice 獨立喉舌 |
| <input type="checkbox"/> Window on the world 世界瞭望站 | <input type="checkbox"/> Ambassador 大使         | <input type="checkbox"/> Confidant 保密顧問         |
| <input type="checkbox"/> Judge 仲裁者                 | <input type="checkbox"/> Status provider 賦予地位者 | <input type="checkbox"/> Safety valve 魯仲連       |
| <input type="checkbox"/> Other 其他: _____           |  |   |

Time available per month for new board appointment 每月可提供時間（以小時計）予新董事任命：  
\_\_\_\_\_ hours.

Expected annual director fees for new appointment 新董事任命所期望每年董事袍金: HK\$\_\_\_\_\_.

## Declaration 宣言

I hereby agree to be registered in the Board Appointment Candidates Register of The Hong Kong Institute of Directors. I confirm that I understand and accept the terms specified on the first page of this form.

本人現同意被列入香港董事學會的「董事委任候選人名錄」，並確認瞭解及接受本表格首頁之細則。

- (√ if applicable) I consent to be included in the HKIoD web-list of Board Appointment Candidates.  
(√ 如適用) 本人確認我願意被錄於香港董事學會的網上董事委任候選人名單。

Signature 簽名: \_\_\_\_\_ Date 日期: \_\_\_\_\_