



ACCA

**APPLICANTS'
INFORMATION**

09

*ACCA Hong Kong Awards for Sustainability Reporting:
Rewarding Transparency*

Awarding

THE AWARDS

ACCA Awards around the world reward companies for excellence in sustainability reporting. The aim of our Awards is to identify and reward innovative attempts to communicate corporate performance, although we do not comment on the performance itself. Our aim is to reward transparency. At the core of the judging criteria are completeness, credibility and communication. Our Award winners demonstrate that, by emphasising these key elements, companies can target significant improvements in the quality of information disclosed during the reporting process. Ultimately, the ACCA Awards help underline the business case for sustainable practices and development.

Selecting

THE SELECTION PROCESS

The judging panel is comprised of experts within the field of sustainability reporting. All submitted reports are evaluated by the judging panel using the agreed ACCA judging criteria. Full details of the judging panel and the criteria used can be found on our website www.accaglobal.com/sustainability.

Reporting

REPORT OF THE JUDGES

Following the Awards Ceremony, a report is produced which provides an overview of the findings of the judges. It also summarises the strengths of all those reports which won awards and highlights additional examples of good reporting practice.

Previous reports of the judges from other ACCA Awards world-wide are available from www.accaglobal.com/sustainability.

09

Rewarding transparency

We are delighted to welcome you to the seventh year of the *ACCA Hong Kong Awards for Sustainability Reporting 2009*.

The aims of these Awards are:

- to give recognition to those organisations which report and disclose full sustainability information
- to encourage the uptake of non-financial reporting
- to raise awareness of corporate transparency issues.

The 2008 awards attracted considerable interest from the business community and the winner of the award for the Best Sustainability Report was CLP Holdings Limited and the runner up was Swire Pacific Limited. In addition, MTR Corporation, Gammon Construction Limited and The China Navigation Company Limited received commendations for their sustainability or environmental reports.

This information flyer, together with the accompanying application form, will provide you with the essential details needed to enter the Awards scheme. For further details of the *ACCA Hong Kong Awards for Sustainability Reporting 2009*, please contact Lydia Fung on tel: +(852) 2524 4988 or e-mail: lydia.fung@hk.accaglobal.com.

This year the closing date for applications is 11 September 2009.

ACCA and sustainability

ACCA has promoted transparency in reporting the impact of business activities on sustainable development for nearly twenty years. ACCA is involved in reporting awards in many countries in Europe, Africa, North America and the Asia Pacific region.

In addition, we participate in a number of influential organisations, including the Global Reporting Initiative (GRI). In recognition of ACCA UK's social and environmental issues programme, ACCA has been awarded a Queen's Award for Sustainable Development.

A free web-based newsletter, Accounting & Sustainability, issued quarterly, provides a comprehensive guide on developments in accounting and sustainable development. To receive e-mail notification of future issues, please write to info@accaglobal.com with 'ENVNL' in the subject line or register online at www.accaglobal.com/sustainability

All the submitted reports for all categories available will be reviewed by the judging panel with good faith and all the decisions will be final. Awards will only be granted to those organisations that display an outstanding practice in the related categories.

2009 timetable

11 Sept 09

Deadline for submissions

Oct 09

Award winners decided by the judging panel

Nov 09

Presentation Ceremony

Questions and answers

1 What kind of organisation can participate?

Any. You can be from any sector, have any type of business, have any number of employees and be from anywhere within Hong Kong.

2 Does our report have to be from Hong Kong to enter?

Yes. However, a company not based in Hong Kong can submit a report if it is solely focused on a site or subsidiary based in Hong Kong.

3 We produce a report which includes social and/or sustainability information. Can we enter?

Yes. ACCA encourages social and sustainability reporters to enter.

4 Our report is web-based only. Can we still enter?

Yes. An increasing number of companies are posting reports on their websites and a growing number of entries are only submitted in this format – please complete the relevant part of the application form if you are entering a web-based report.

5 What format does the report have to come in?

There are no restrictions. For example, hard copy reports, CD-ROMs and websites can all be submitted. The judges will consider originality of presentation among the other criteria when judging each report.

6 What if our non-financial reporting is part of the Annual Report? Can we still enter?

Yes. You can still enter – please submit your Annual Report. The judges will be looking for complete and credible reporting, in either format.

7 We might just miss the deadline. Can we still enter?

Late submissions may be accepted at the discretion of the judging panel(s). If you are concerned that your report(s) may not be printed before the deadline but would still like to enter the awards, please contact Lydia Fung (tel: 852 2524 4988) as soon as possible. Each late entry will be considered on an individual basis and the acceptance of late submissions cannot be guaranteed.

8 How do we apply?

Please complete the accompanying application form which indicates the number of copies of your report to be submitted and where to send them. If you are submitting a report which is included on your website, please provide the full website address only. Further instructions are found on the form.

**For more information, please visit
www.accaglobal.com/sustainability**

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