

# **Public Bank (Hong Kong) Limited**

## **Annual Disclosures**

### **Key Elements of Disclosure Policy**

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The Disclosure Policy of Public Bank (Hong Kong) Limited (the “Bank”) sets out the approach used by the Bank to (i) determine the content, appropriateness and frequency of the information it discloses to the general public relating to its state of affairs including its profit and loss and its financial resources (including capital/liquidity resources) and (ii) describe its own risk profile as required by the Banking (Disclosure) Rules (the “Rules”). The key elements of the Disclosure Policy are summarized as follows:

<b>Key Policy Sections</b>	<b>Key Elements</b>
1 Objectives	The objective of the Policy is to ensure that the Bank complies with the requirements under the Rules issued by the Hong Kong Monetary Authority (“HKMA”) on solo basis and consolidated basis.
2 Responsibilities	<p>To elaborate clearly the Board’s responsibilities including approval of the formulation or amendments of this Policy and approval of the internal review and internal control processes on compliance with the requirement of disclosure statements; and Senior Management’s responsibilities including the approach to determine the content, appropriateness and frequency of public disclosures relating to the Bank’s financial resources and the fulfilling of requirement to attest in writing that the disclosures made pursuant to the Rules have been prepared in accordance with the internal review and internal control processes approved by the Board.</p> <p>The roles and responsibilities of dedicated departments/ staff including Finance &amp; Control Department, Company Secretarial Department, Financial Controller, Company Secretary and Internal Audit Department are also documented.</p>

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<p>3 Interaction with Other Statutory Requirements</p>	<p>Other than the disclosure requirements under the Rules (“Internal Requirement”), the Bank should ensure compliance with other disclosure requirements under the Banking Ordinance, the HKMA’s supervisory policy manual guidelines, Companies Ordinance, Hong Kong Financial Reporting Standards (“HKFRSs”) and other relevant statutory/ regulatory requirements (“External Requirement”). The Bank should minimize the overlap between the Disclosures made pursuant to External Requirement (“External Disclosure”) and the Disclosures made pursuant to Internal Requirement (“Internal Disclosure”).</p>
<p>4 Proprietary and Confidential Information</p>	<p>In exceptional cases, disclosure of certain information as required by the Rules may seriously prejudice the Bank’s competitive position. In such cases, prior consent would be obtained from the HKMA for the Bank not to disclose the confidential and proprietary information. A statement on what information it has declined to disclose and the general information that will be disclosed relating to the relevant disclosure requirement would be made instead.</p>
<p>5 Materiality</p>	<p>“Material Information” of the Bank is defined pursuant to Hong Kong Accounting Standard (“HKAS”) 1 (Revised) “Presentation of Financial Statements” Para 7, HKAS 8 “Accounting Policies, Changes in Accounting Estimates and Errors” and the Rules. Materiality depends on the size and nature of the omission or misstatement judged in the surrounding circumstances.</p>

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<p>6 Consolidated Group Level Exposures</p>	<p>Under accounting consolidation of subsidiaries of the Bank, the subsidiaries including Public Finance Ltd (“Public Finance”), Public Financial Ltd, Public Securities Ltd, Public Securities (Nominees) Ltd, Public Financial Securities Ltd, Public Futures Ltd, Public Pacific Securities Ltd, Public Credit Ltd and Public Bank (Nominees) Ltd are in compliance with the HKFRS. Under accounting consolidation of subsidiaries of Public Finance, the subsidiaries including Public Financial Ltd, Public Securities Ltd and Public Securities (Nominees) Ltd are in compliance with the HKFRS.</p> <p>Under regulatory consolidation of subsidiaries for computing capital adequacy related ratios and liquidity maintenance ratio of the Bank, only Public Finance is consolidated. Under regulatory consolidation of subsidiaries for capital adequacy and liquidity ratio computation of Public Finance, no subsidiary is consolidated.</p>
<p>7 Basis of Disclosures</p>	<p>The risks that impact capital charge or regulatory capital are Credit Risk, Operational Risk and Market Risk. The different approaches for the computation of risk weighted amounts and corresponding capital charge or regulatory capital for each of the risks are documented. Regarding credit risk, both the Bank and Public Finance adopt standardized approach. Regarding operational risk, the Bank adopts basic indicator approach and Public Finance adopts standardized approach respectively. Regarding market risk, the Bank adopts standardized approach whilst Public Finance is exempted from the aforesaid computation.</p>

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<p>8 Procedures for Compilation, Verification and Review of Disclosures, and the Internal Review and Internal Control Processes</p>	<p>The Board and the Senior Management are required to ensure that the information to be disclosed pursuant to the Rules is not false or misleading in any material respect. Senior Management is required to attest in writing that the disclosures made pursuant to the Rules have been prepared in accordance with the internal review and internal control processes approved by the Board. The disclosure information, before submission to the Board for approval, shall be verified by Head of Internal Audit Department who is an independent qualified management staff and is not involved in the preparation of the disclosure information. Internal review and internal control processes in compliance with the disclosure requirements are also formulated in the policy.</p>
<p>9 Frequency and Key Contents of Disclosures</p>	<p>The Bank shall make disclosures for quarterly, semi-annual/ interim and annual reporting periods pursuant to Parts 2A, 2B, 3, 3A and 4 of the Rules. Checklists and index of templates regarding the disclosures are made for ease of implementation. The Bank shall either include the Standard Disclosure Templates (as specified by the HKMA) applicable to its disclosures in the interim and annual financial statements published by it; or provide a direct link in its interim and annual financial statements to the relevant sections of its website where the Standard Disclosure Templates can be found.</p>

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<p>10 Medium, Location and Timing of Disclosure and Issue of Press Release</p>	<p>The Bank shall prepare statements under the requirement of the Rules to disclose information in both Chinese and English languages and in form exclusively of a standalone document or a discrete section of the Bank's financial statements. The Bank shall signpost in the standalone document or the discrete section of financial statements, the location where the information published elsewhere is published, providing a reference to the format and templates specified by the HKMA; the full title of the separate document in which the information is published; a link to the relevant section of the Bank's website; and the page and paragraph number of the separate document. The Bank shall make it clear in its disclosure statement which information contained in the statement has been audited and which information contained in the statement has not been audited. When the Bank's disclosure statement for an annual reporting period is published, the statement shall describe the key elements of its disclosure policy in accordance with the Rules; or provide a cross-reference to another location where the aforesaid description is readily accessible by the general public.</p> <p>The Bank shall ensure that the disclosure statement is available for inspection for at least 12 months beginning on the date of publication of the disclosure statement. A table is given for ease of implementing stipulated timelines available for inspection for different reporting periods and for ensuring the timely compilation of disclosures in stipulated periods and before statutory deadlines.</p>
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	<p>The Bank shall keep at least one copy of its disclosure statement in principal place of business including Head Office and branches of the Bank and make a relevant copy available for inspection by the general public during the business hours. The Bank shall establish and maintain an archive on the Bank's website of all relevant disclosure statements under Sections 24(4), 24A(5), 30(2) and 51(2) of the Rules relating to reporting periods ending on or after 30 June 2013.</p> <p>The publication of disclosure statement shall not be made later than 8 weeks, 3 months and 4 months after the end of the reporting period for quarterly disclosure, interim disclosure and annual disclosure, respectively.</p> <p>Whenever (i) a new capital instrument is issued and included in the Bank's capital base or (ii) there is a redemption/ conversion/ write-down or other material change in the nature, of a capital instrument included in the Bank's capital base, the Bank must update the full terms and conditions of such capital instrument in the website as soon as practicable.</p>
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