

CLP Internship Programme 2021

Project Outline - Corporate Secretarial

<b>Project Code</b>	CS_SUM_01	
<b>Project Detail</b>	<b>Internship Category</b>	Summer
	<b>Internship Period</b>	June 2021 to August 2021
	<b>Preferred Discipline</b>	<b>First Preference:</b> Company Secretarial or Legal <b>Other Preference:</b> Finance and Accounting
	<b>Project Name</b>	Research on Non-executive Directors Fees
	<b>Business Objective(s)</b>	<ul style="list-style-type: none"> <li>• Research on the non-executive directors fees of selected listed companies both locally and from overseas; plus arrange a summary of the time spent by non-executive directors in 2019 and 2020</li> <li>• Research in other corporate governance related topics such as new developments and trends</li> <li>• Assist in the 2021 interim results announcement and interim report preparation work, including proof-reading. Providing other ad hoc support to the Group Corporate Secretarial team, as necessary</li> </ul>
	<b>Project Description</b>	<ul style="list-style-type: none"> <li>• As described above</li> </ul>
	<b>Project Deliverable</b>	<ul style="list-style-type: none"> <li>• A research report on the non-executive directors fees paid by selected listed companies in Hong Kong and overseas</li> <li>• A summary of the time spent by CLP Non-executive Directors for the years 2019 and 2020</li> </ul>
	<b>Required Skills</b>	<ul style="list-style-type: none"> <li>• Strong software skills, like excel spreadsheet, word and other commonly used softwares</li> <li>• Strong research and analytical skills</li> </ul>
<b>Learning</b>	<ul style="list-style-type: none"> <li>• Understand more about corporate governance trends and development</li> <li>• Work in details and gaining practical experience in company secretarial work</li> <li>• Report writing skills</li> </ul>	