

香港聯合交易所有限公司

(香港交易及結算所有限公司全資附屬公司)

THE STOCK EXCHANGE OF HONG KONG LIMITED

(A wholly-owned subsidiary of Hong Kong Exchanges and Clearing Limited)

Our Ref: HOL20200306-037

6 March 2020

To: Main Board Listed Issuers (Attn: Authorised Representatives)  
GEM Listed Issuers (Attn: Authorised Representatives)  
Market Practitioners

Dear Sirs

### Launch of e-training and publication of guidance materials on ESG reporting

We have published the following updated guidance materials on environmental, social and governance (“**ESG**”) reporting:

- [E-training](#);
- Guide for board and directors titled “[Leadership role and accountability in ESG](#)”;
- Step-by-step ESG reporting guidance titled “[How to prepare an ESG report](#)”; and
- Frequently Asked Questions [Series 18](#).

### E-training

To facilitate issuers’ understanding of the amendments (“**New ESG Requirements**”) to the Listing Rules and the ESG Reporting Guide (“**Guide**”) adopted in the “[Consultation Conclusions on Review of the Environmental, Social and Governance Reporting Guide and related Listing Rules](#)” (“**ESG Conclusions**”) published in December 2019, we have launched an e-training course, “[Exchange’s New ESG Requirements](#)”, which covers the following six topics:

- Exchange’s new ESG requirements
- Board governance
- Reporting principles and boundary
- Setting targets
- Climate change
- Social KPIs

The e-training takes approximately 60 minutes to complete.

### **New guide for board and directors**

Echoing the key focus of the ESG Conclusions to support and improve the board's leadership role and accountability in ESG and the governance structure for ESG matters, we have published a new guide for board and directors titled "[Leadership role and accountability in ESG](#)" tailored for directors in understanding and carrying out their roles in ESG reporting under the New ESG Requirements. The new publication contains self-assessment questions for boards and directors to find out where their companies are, and what they should do to set up the governance structure and refine relevant policies or systems for reporting under the New ESG Requirements.

### **Updated Step-by-step ESG Reporting Guidance**

We have updated our "[How to prepare an ESG report](#)" and related appendices to reflect the New ESG Requirements, including adding a new appendix with specific guidance on the calculation of key performance indicators under the "Social" Subject Area of the Guide.

### **Frequently Asked Questions Series 18**

New questions have been added to [Series 18](#) to clarify different aspects of the New ESG Requirements. Where applicable, existing questions were updated to reflect the Guide as amended by the New ESG Requirements.

For additional information, please see the [ESG section](#) of the HKEX website.

Yours faithfully  
For and on behalf of  
The Stock Exchange of Hong Kong Limited

[Signed]

Bonnie Y Chan  
Head of Listing