

Chui Wai Hoi Matthias

Contact number: 51127022

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Capability

A team player who can carry out independent and logical thinking with a strong sense of responsibility, and values the relationships with his stakeholders. Able to work under pressure and adapt to different working environments.

Career Summary

Standard Chartered Bank (Hong Kong) Limited Company Secretarial Officer	May 2016 – present
Standard Chartered Bank (Hong Kong) Limited Company Secretarial Administrator	Jun 2010 – May 2016

Education

Bachelor of Science in Computer Science The University of Oklahoma (United States)	2003
Hong Kong Advanced Level Examination La Salle College (Hong Kong)	1999

Employment History

Standard Chartered Bank (Hong Kong) Limited, Company Secretarial Officer	May 2016 – present
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Standard Chartered Bank (Hong Kong) Limited is the oldest note-issuing bank in Hong Kong with over 150 years of experience. The bank has over 70 local branches and 6000 employees.

Key Responsibilities

- Appointed as named secretary of a trade financing subsidiary of the bank in March 2016 and handle its secretarial work independently in addition to the responsibilities of Company Secretarial Administrator below
 - Further appointed as named secretary of two more aircraft and vessel leasing subsidiaries (which got around 80 subsidiaries underneath) of the bank in March 2017
 - Local project leader of Standard Chartered PLC's annual results and report process
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**Standard Chartered Bank (Hong Kong) Limited, Company
Secretarial Administrator**

Jun 2010 – May 2016

Standard Chartered Bank (Hong Kong) Limited is the oldest note-issuing bank in Hong Kong with over 150 years of experience. The bank has over 70 local branches and 6000 employees.

Key Responsibilities

- Support country corporate secretariat function to provide sustainable quality services to the stakeholders, such as providing documents and advices on corporate information and governance, delegation of authorities, and execution of documents
 - Support secretarial work of the bank and other group subsidiaries in Hong Kong, including compliance with articles and internal policies in addition to statutory and regulatory requirements, facilitation of board and committee meetings, minutes taking and drafting of resolutions, preparation of financial statements, and facilitation of liquidation of entities that are no longer in use
 - Support Standard Chartered PLC's listing in Hong Kong, including preparation and submission of announcements to Hong Kong Stock Exchange, and facilitation of the process of releasing interim and annual reports in Hong Kong
 - Responsible for issuance of Powers of Attorneys for the bank, and for Hong Kong and Greater China CEOs who can issue Powers of Attorneys on behalf of Standard Chartered Bank incorporated in London
 - Responsible person for operational risk management of corporate secretariat function
 - Maintain corporate information database for the bank and other group subsidiaries in Hong Kong
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Professional Qualification

- ACIS ACS of The Hong Kong Institute of Chartered Secretaries
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Languages

- Chinese: proficient in Cantonese and intermediate level in Mandarin, proficient in writing
 - English: proficient in speaking and writing
 - Japanese: advanced level in reading and listening (N1 Certificate of Japanese-Language Proficiency Test), intermediate level in speaking and writing
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Current Salary

HKD46,666 monthly salary plus discretionary annual bonus

Reference

Reference letter attached below

Jamie Ling
Regional Chief Financial Officer,
Greater China & North Asia and Hong Kong
32 Floor, Standard Chartered Building
4-4A Des Voex Road
Central

REFERENCE LETTER

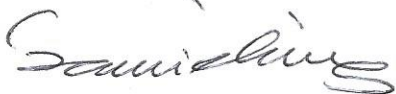
To Whom It May Concern,

I would like to recommend Mr. CHUI Wai Hoi Matthias as a candidate for employment. Matthias has been working in the Corporate Secretariat function of Standard Chartered Bank (Hong Kong) Limited ("Standard Chartered") since June 2010. He is responsible for supporting the secretarial services of Standard Chartered and its subsidiaries, and listing of Standard Chartered PLC in Hong Kong.

Matthias has been an asset to our organization, providing timely support to his stakeholders with strong communication skills. He is organized, reliable and efficient. He can work as both an independent and team player, and is able to follow through to ensure that the job gets done. Matthias is also flexible and solution-oriented, which he has demonstrated through handling of unexpected situations under pressure.

Matthias would add value to your organization and I recommend him for your consideration.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jamie Ling', with a stylized, cursive script.

JF LING

Ling Fou Tsong

Chief Financial Officer, Greater China & North Asia and Hong Kong

Standard Chartered Bank (Hong Kong) Limited

7 March 2017