

CHOW SHING LUNG CHESTER

Address : 24D, Kwai Chung Fa Yuen, 52 Wo Yi Hop Road, Kwai Chung, N.T.

Tel : +852 9279 7979 Email : chester.sl.chow@gmail.com

WORK EXPERIENCE

MAR 2016 – PRESENT **Alibaba Group – Company Secretarial Officer**

- To handle full spectrum of company secretarial duties for three listed companies – *Alibaba Pictures Group Limited, Alibaba Health Information Technology Limited and AGTech Holdings Limited*
- To review and negotiate contracts in listed companies' M&A transactions
- To review business agreements, NDA, employment contracts and procurement contracts
- **Key Achievement:**
- Assisted in over 20 disclosable transactions and connected transactions
- Reviewed and developed a group-wide code of conduct for offices in 17 countries in 4 continents with country specific appendices in compliance with local law and regulations

JUL 2013 – FEB 2016 **Luk Fook Holdings (International) Limited - Assistant Company Secretarial Officer**

- Prepared and reviewed annual/interim reports, various announcements and circulars
- Handled notifiable transactions and connected transactions
- Held directors' and shareholders' meetings and prepared pre- and post-meeting documents including minutes of board meetings and committee meetings
- Made timely SFO filing via monitoring the interests of directors, substantial shareholders and concert parties
- Established various compliance and internal control policies for the group
- Advised the board on the compliance with the Listing Rules, SFO and Takeovers Code
- **Key Achievement:**
- Assisted in the acquisition of 50% interest of China Gold Silver Group Company Limited (3D-GOLD)
- Developed and implemented the Guideline on Securities Transactions by Directors and Relevant Employees for the group

MAR 2013 - JUL 2013 **Intertrust Group - Semi Senior**

- Handled incorporation of companies
- Processed share transfers and changes of directors
- Prepared annual return, tax return and other statutory documents
- Maintained statutory registers for companies
- Arranged for opening of bank accounts

JUL 2010 - MAR 2013 **Tricor Services Limited - Officer**

- Provided full spectrum of company secretarial and advisory services to the listed clients
- Reviewed annual/interim reports, announcements and circulars
- Reviewed IPO prospectus and application forms
- Prepared annual return, tax return and other statutory documents
- Liaised with banks and prepared bank account opening documents
- Handled ad-hoc assignments such as alternation of M&A and change of company names

Key Achievement:

Assisted in the IPO of Chow Tai Fuk Jewellery Group Limited in 2012

EDUCATION

2016 - 2018

Master of Corporate Governance

The Hong Kong Polytechnic University

2012 - 2015

Bachelor of Business Administration (Hons) in Corporate Administration

The Open University of Hong Kong

2008 - 2010

Associate of Arts in English for Business Communication

The Hong Kong Polytechnic University – Hong Kong Community College

2003 - 2005

S.K.H. Li Ping Secondary School, Secondary 6-7

- Obtained an A in Reading and Language Systems of Use of English in HKALE 2005

1998 - 2003

Po Leung Kuk Lee Shing Pik College, Secondary 1-5

REFERENCES AVAILABLE ON REQUEST

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SKILLS

- Language - Excellent command in written English (British) and Chinese (traditional and simplified)
 - Fluent in spoken English, Cantonese and Putonghua
- Computer - CSA, MS Word, Excel, Power Point and English and Chinese Word Processing
- Typing - English 70 wpm, Chinese 60 wpm

SALARY

- Current - HK\$36,000 on average
- Expected - HK\$36,000

AVAILABILITY

- 1-month notice

REFERENCES AVAILABLE ON REQUEST