

28 September 2007

Messrs. Deloitte Touche Tohmatsu  
35/F One Pacific Place  
88 Queensway  
Hong Kong

For the attention of Mr. Gregory Lo,

Dear Sirs,

**Independent Assessment on the Management Assertion Report of the *tdctrade.com* sourcing**

In connection with your assessment on the Management Assertion Report of the *tdctrade.com* sourcing of Hong Kong Trade Development Council (“HKTDC”) carried out in accordance with the Hong Kong Standard on Assurance Engagements 3000 issued by the Hong Kong Institute of Certified Public Accountants, we confirm, to the best of our knowledge and belief, that the following representations have been made to you during your assessment.

1. We acknowledge that the management assertions included in the Management Assertion Report are our management responsibility and confirm that the management assertions have been properly made on the criteria described in our report.
2. We confirm that all relevant information, data and documentation supporting our assertions and the related criteria for the period from 1 August 2006 to 31 July 2007 have been provided to you are accurate, complete and reliable.
3. We confirm that there has been no event occurred since 31 July 2007 that has or may have a material impact on our management assertions.
4. We confirm that we have established procedures for maintaining effective controls to support our management assertions and related criteria.
5. We agree and confirm to release and indemnify Deloitte Touche Tohmatsu, Hong Kong and their personnel from all claims, liabilities, and expenses relating to your services attributable to any misrepresentation or omission made by HKTDC’s personnel or employee.
6. We acknowledge that your Independent Assurance Report on our management assertions will be valid for 1 year only, from 28 September 2007 to 27 September 2008, and reference to this Independent Assurance Report should expire after 27 September 2008.

Yours sincerely,

For and on behalf of HKTDC:

Name: Irene Hau

Signature:   
(Authorized Signatories)

Position: Senior Marketing  
& Circulation Manager

Date: 28 September 2007

**Report by the Management of  
Hong Kong Trade Development Council (“HKTDC”)  
on the members’ profile of the *tdctrade.com sourcing***

The Management of HKTDC declares the following assertions on the provision of *tdctrade.com sourcing* (was renamed from “Sourcing Guide Services” since 1 October 2005) at <http://sourcing.tdctrade.com> (was changed from <http://www.tdcenterprise.com> since 1 October 2005) and is responsible for establishing and maintaining effective procedures and controls with respect to the assertions and the underlying criteria of assertions:

1. Procedures were established to create and maintain a membership database in which the total number of members as at 31 July 2007 was 663,236.
2. The visits to *tdctrade.com sourcing* from international visitors (excluding Hong Kong) were grouped by geographical region. 57% of which were originated from North America, 1% were from Central & South America, 14% were from Europe, 1% were from the Middle East, 11% were from Australia, 15% were from Asia and 1% were from other places during the period from 1 August 2006 to 31 July 2007.
3. *tdctrade.com sourcing*’s members were classified by “Nature of Business” based on information in the membership database. According to the membership database as at 31 July 2007, 25% of the members were Importers, 18% were Wholesalers and Retailers/ Distributors, 8% were Buying Office, 18% were Manufacturers, 15% were Exporters, and 16% were Others.
4. Reference to the *tdctrade.com sourcing* was made in (i) at least 186 trade fairs and (ii) at least 1,998,770 copies of HKTDC publications during the period from 1 August 2006 to 31 July 2007.
5. A total number of 24,360,354 company records matched with the respective online submitted inquiries were retrieved by members or visitors from the *tdctrade.com sourcing* during the period from 1 August 2006 to 31 July 2007.

## **Criteria of the Management Assertions**

*Assertion 1: Procedures were established to create and maintain a membership database in which the total number of members as at 31 July 2007 was 663,236.*

Criteria of assertions:

- (a) The procedures of membership registration were documented.
- (b) The established procedures of membership registration were enforced.
- (c) Duplicated records of membership were eliminated based on matching the first name, last name and email address of members.
- (d) The membership database of *tdctrade.com sourcing* as at 31 July 2007 maintained 663,236 members, including overseas buyers.

*Assertion 2: The visits to tdctrade.com sourcing from international visitors (excluding Hong Kong) were grouped by geographical region. 57% of which were originated from North America, 1% were from Central and South America, 14% were from Europe, 1% were from the Middle East, 11% were from Australia, 15% were from Asia and 1% were from other places during the period from 1 August 2006 to 31 July 2007.*

Criteria of assertions:

- (a) The WebTrends® Reporting Center (Enterprise Edition version 6.1c) was used to classify the visitors of *tdctrade.com sourcing* by country based on the source IP addresses.
- (b) The WebTrends® results were further grouped by geographical region according to a pre-determined country-to-region mapping table of HKTDC for management reference.
- (c) According to the geographical analysis, 57% of the visits to *tdctrade.com sourcing* from international visitors (excluding Hong Kong) were originated from North America, 1% were from Central and South America, 14% were from Europe, 1% were from the Middle East, 11% were from Australia, 15% were from Asia and 1% were from other places during the period from 1 August 2006 to 31 July 2007.

*Assertion 3: tdctrade.com sourcing's members were classified by "Nature of Business" based on information in the membership database. According to the membership database as at 31 July 2007, 25% of the members were Importers, 18% were Wholesalers and Retailers/ Distributors, 8% were Buying Office, 18% were Manufacturers, 15% were Exporters, and 16% were Others.*

Criteria of assertions:

- (a) *tdctrade.com sourcing's* members were classified by the nature of business using computer system tool, the Single Sign-On (SSO) System.
- (b) Membership analysis was generated by the computer system tool for management reference.
- (c) According to the membership database as at 31 July 2007, 25% of total members were Importers, 18% were Wholesalers and Retailers/ Distributors, 8% were Buying Office, 18% were Manufacturers, 15% were Exporters, and 16% were Others.

*Assertion 4: Reference to the tdctrade.com sourcing was made in (i) at least 186 trade fairs and (ii) at least 1,998,770 copies of HKTDC publications during the period from 1 August 2006 to 31 July 2007.*

Criteria of assertions:

- (a) According to the books and records kept by HKTDC, HKTDC had participated in at least 186 trade fairs during the period from 1 August 2006 to 31 July 2007 and advertising leaflets of *tdctrade.com sourcing* were made available to the participated visitors of the trade fairs.
- (b) According to the books and records kept by HKTDC, at least 1,998,770 copies of HKTDC printed or electronic publications embedding the *tdctrade.com sourcing's* advertisement were printed during the period from 1 August 2006 to 31 July 2007.

*Assertion 5: A total number of 24,360,354 company records matched with the respective online submitted inquiries were retrieved by members or visitors from the tdctrade.com sourcing during the period from 1 August 2006 to 31 July 2007.*

Criteria of assertions:

- (a) Procedures and system, Single Sign-On (SSO) System, were implemented to record the number of company records matched with the respective online submitted inquiries were retrieved from the *tdctrade.com sourcing* by members or visitors.
- (b) Software tool was used to summarize the number of company records matched with the respective online submitted inquiries that were retrieved by members or visitors.
- (c) The statistics report generated by the software tool indicated that 24,360,354 company records matched with the respective online submitted inquiries were retrieved from the *tdctrade.com sourcing* by members or visitors during the period from 1 August 2006 to 31 July 2007.

Report by the Management of HKTDC  
on the members' profile of the *tdctrade.com sourcing* Services

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For and on behalf of HKTDC:

Name: Irene Hau

Signature:   
(Authorized Signatories)

Position: Senior Marketing  
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