**[INSERT THE NAME OF THE COMPANY]**

**20\_\_ ANNUAL CORPORATE REPORT**

[INSERT THE TAGLINE OF THE COMPANY]



**Who is the company?**

Founded in [INSERT THE YEAR], the company is a leading communications technology solutions provider. The company also provides telecommunication carriers with solutions, products, and, as well as, services.

The company works in more than \_\_ countries and has around [INSERT THE NUMBER OF EMPLOYEES] employees worldwide.

**What do the company offer?**

The company creates value for its customers. The company, as a leading communications technology solutions provider, helps connect the people around the world. Together with the company’s partners, the company serves enterprise customers in different sectors.

The company helps different industries by providing them with technology solutions.

The company promote economic growth and enable sustainable development. The company generates tax revenues and provides job opportunities for the people working in the industry.

**What do the company stand for?**

For the past \_\_ years, the company has focused on providing communications technology solutions. The company has always maintained its core values, and always aligns its decisions with what the company stands for.

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**Message from the CEO**

As the company embarks on a new year, the company shall continue to strive to achieve its the mission and vision. The company shall make all of its business decisions in line with its core values and shall make sure that it benefits the economy and the society.

It is of great importance that the company continues to develop new technologies and improve its services.

Lastly, the company strives to create a better experience for its customers and provide them with the kind of service that they deserve.

This year, the company has focused on maintaining its marketing strategies and channels in expanding its business and it has proved to be effective as the results have shown that the company has been able to expand its business in the following countries: [INSERT THE NAME OF THE COUNTRIES].

For this year, the company has experienced an increase in sales revenue amounting to USD 0.00.

The company will strive to keep moving forward and make a sincere effort to do better and go farther.

The company would like to thank its customers and partners for their trust and support. We will all work harder to build a fully connected world.

[NAME AND SIGNATURE OF THE CEO]

**Shareholders**

One of the greatest aspects of the company is that the shareholders are its employees.

As the company has an employee-stock ownership (ESO), each employee owns a share in the company. Unlike other companies whose issue with ESOs is corporate performance, the company has no problem with its corporate performance since the company has distanced its employees from the managerial prerogatives of ownership.

The employee-stock ownership helps not only the company but also helps the shareholders gain financially. This is an indication that the company with an ESO grow faster when ownership is combined with a program for worker participation.

As such, the company, as well as the shareholders, receive tax incentives. The shareholders, having shares of the company stock contribute cash to the company. Every contribution made by the employee are tax-deductible and shall be beneficial to all the shareholders and the company.

The shareholders, being owners enjoy employee benefits. The employees shall receive \_\_% interest in the company, with \_\_% of the plans owning a majority. The companies have instituted ESOs for the following reasons: to be able to borrow capital, to divest subsidiaries, or simply to support a corporate commitment of having the employees share in managerial decisions.

**Shareholders’ Meeting and Representatives’ Commission**

The shareholders’ meeting and representatives’ commission comprises the CEO and the employee union representative.

The commission is the organization created by the employee union and assigned to fulfill the responsibilities of a shareholder and shall have the right to exercise the rights of a shareholder. It comprises all the representatives of the shareholding employees and exercises the rights on behalf of all the shareholders.

During the current year, the representatives held one shareholders’ Meeting. During the meeting, the agenda raised included: the review of proposals, approval of profit distribution, and incentives, and corporate reports, rules, and regulations.

At present, the current members of the commission are the following employees: [INSERT EMPLOYEE NAMES]

During the shareholders’ meeting, the following representatives were attendees: [INSERT THE NAMES]

Alternate representatives were elected by the active shareholders. The term for the alternate representatives shall be 5 years. In case there is a vacancy in the representatives’ commission, the alternate representatives shall take up the vacancy in a predetermined sequence.

**Board of Directors**

The board of directors (BOD) is the highest body in the company that shall be responsible for the preparation of corporate strategy, operations management, and customer satisfaction.

The mission of the board is to be able to lead the company forward. The board has the right to make decisions for corporate strategy, operations management, and customer satisfaction.

The main responsibilities of the board of directors are the following:

1. Develops the plans and proposals on corporate strategies
2. Reviews the plans and proposals to increase the company’s capital and profit distribution, and initiates loss recovery
3. Reviews the stock options of the company for the shareholders
4. Approves or disapproves the plans and proposals on long-term incentive plans
5. Approves or disapproves the plans and proposals for entering and exiting industry sectors
6. Reviews the proposals and reports on company risks and emergencies
7. Approves or revises the annual budget proposal
8. Approves or reviews the HR policies and plans at the corporate level
9. Approves or reviews the major financial policies and plans

**Operations of the BOD Committees in 20\_\_**

The BOD Committees in 20\_\_ are the following:

1. Financing Committee
2. Audit Committee
3. Human Resource Committee
4. Strategy Development Committee

**Financing Committee**

The Financing Committee is the overall enterprise value integrator of the company. This committee operates under the BOD in exercising control over the business operations, investment activities, and company risks.

Its main responsibilities are the following:

1. Sets the financial objectives for the investment projects
2. Measures the monetary value of the marketing strategies
3. Reviews the company resources
4. Reviews the company’s capital investment
5. Reviews the capital structure plan
6. Proposes major financing activities
7. Reviews the risk management plan of the company

The Financing Committee holds bimonthly meetings and convenes special sessions as they deem necessary. They held 30 meetings for this year, 24 of them were regular meetings and 6 of them were special sessions.

**Audit Committee**

The audit committee operates under the BOD to oversee the internal audit controls of the company.

The responsibilities of the audit committee are the following:

1. Approves and revises the annual internal audit plan of the company
2. Reviews the scope and resources of the audit committee
3. Approves the selection of the company’s external auditor
4. Supervises the company’s legal compliance with respect to the company’s financial statements
5. Approves the internal control reports and results of the company

The audit committee holds quarterly meetings and convenes special sessions as they deem necessary.

During the year, the audit committee held 10 meetings, 4 of them were regular, scheduled meetings and 6 of them were special sessions which were held on: [INSERT THE DATES].

**Human Resource Committee**

The Human Resource (HR) Committee manages the employees of the company, as well as the incentives of the employees, and the employee organization. It operates under the BOD to develop, determine and oversee the implementation of the company policies relating to human resource management. The committee aligns the HR policies with the core values of the company.

The responsibilities of the committee are the following:

1. Manages the HR initiatives
2. Sets policies for employee benefits, incentives, and development
3. Manages the HR strategic planning

The HR Committee holds monthly meetings and convenes special sessions as they deem necessary.

During the year, the committee held 15 meetings, 12 of them were regular meetings, and 3 of them were special sessions.

**Strategy Development Committee**

The strategy development committee executes the strategic plan of the company.

The responsibilities of the committee are the following:

1. Manages the strategic planning of the company
2. Manages the brand strategy of the company
3. Manages the strategy of the company for partnerships and alliances
4. Manages the business portfolios of the company
5. Manages the pricing policies of the company
6. Manages the business transformation of the company
7. Manages the process and management system structures and quality policies of the company

The committee holds monthly meetings and convenes special sessions as they may deem necessary.

During the year, the committee held 16 meetings, 12 of them were regular meetings, and 4 of them were special sessions.

**Supervisory Board**

The company also has the Supervisory Board, whose responsibilities are as follows:

1. To oversee that the BOD has fulfilled its responsibilities
2. To monitor the operational status of the company
3. To monitor the financial status of the company
4. To supervise the internal audit control
5. To supervise the company’s legal compliance on licenses and permits

The supervisory board attends the BOD and shareholders’ meeting as a non-voting participant.

The supervisory board held 4 meetings for this reported year, which were held on [INSERT THE DATES]. During the 4 meetings, they:

1. Assessed on whether or not the BOD has fulfilled its responsibilities
2. Examined and evaluated the financial status of the company
3. Examined and evaluated the legal risks reported by management
4. Supervised overseas subsidiaries

**Members of the BOD and the Supervisory Board**

The members of the BOD are the following:

1. [THE BOARD OF DIRECTORS AND THEIR CREDENTIALS]

The current supervisory board members include the following:

1. [THE SUPERVISORY BOARD AND THEIR CREDENTIALS]

**Independent Auditor’s Report**

The independent auditor is responsible for auditing the company’s annual financial statements. The independent auditor’s report is in accordance with the generally accepted accounting principles, accounting standards, and audit procedures.

The independent auditor of the company is [INSERT THE NAME OF THE COMPANY], which has been employed by the company since 20\_\_.

The financial statements of the company for the current year are:

1. **Statement of Financial Position**

|  |  |
| --- | --- |
| **[NAME OF THE COMPANY]**  **Statement of Financial Position**  **[MM DD YY]** | |
| **ASSETS** | |
| **Current Assets** |  |
| Cash on Hand |  |
| Cash in Bank |  |
| Inventory |  |
| Total Current Assets |  |
| **Noncurrent Assets** |  |
| Tools, Machinery, and Equipment |  |
| Leasehold Improvements |  |
| Less: Accumulated Depreciation |  |
| Total Noncurrent Assets |  |
| **Other Assets** |  |
| Trademarks |  |
| Less: Accumulated Amortization |  |
| **Total Other Assets** |  |
| **TOTAL ASSETS** | **$00.00** |
| **LIABILITIES** | |
| **Current Liabilities** |  |
| Accounts Payable |  |
| Accrued Expenses |  |
| **Total Current Liabilities** |  |
| **Noncurrent Liabilities** |  |
| Long-Term Loans |  |
| Mortgage Payable |  |
| Total Noncurrent Liabilities |  |
| TOTAL LIABILITIES | **$00.00** |
| **SHAREHOLDER’S EQUITY** | |
| Share Capital |  |
| Reserves |  |
| Equity Attributable to the Shareholders |  |
| Non-Controlling interests |  |
| **TOTAL SHAREHOLDER EQUITY** | **$00.00** |
| **TOTAL LIABILITIES AND SHAREHOLDER EQUITY** | **$00.00** |

1. **Statement of Financial Performance**

|  |  |
| --- | --- |
| Revenues |  |
| Other Income |  |
| **Total Revenue** | **$00.00** |
| Less: |  |
| Changes in inventories of finished goods and work in progress |  |
| Raw materials and consumables used |  |
| **Total Cost of Goods Sold** | **$00.00** |
| **Net Revenues** | **$00.00** |
| Less: |  |
| General and Administrative Expenses |  |
| Operating Expenses |  |
| **Total Expenses** | **$00.00** |
| **Income Before Tax** | **$00.00** |
| Less: |  |
| Income Tax |  |
| **Income After Tax** | **$00.00** |

**Business Structure**

The company has established a business structure which focuses on the company’s customers and products.

[INSERT OTHER INFORMATION ON THE BUSINESS STRUCTURE OF THE COMPANY]

**Improving the Management System**

The company believes that the current management system is strong and effective, but the management system can always be improved.

The company aims to continue its focus on customer services, control business risks, and pursue its corporate social responsibility.