INTERNATIONAL DRAGON BOAT FEDERATION

TABLE OF AUTHORITIES

EDITION 2.0.

EFFECTIVE 29 APRIL 2026

Approved by IDBF Council 18 April 2026

IDBF Table of Authorities (Financial Commitments & Contracting) – Hong Kong Alignment

This Table of Authorities is issued pursuant to the Articles of Association of IDBF Limited (Hong Kong) (the "Articles") and the Bye-laws. It defines who may approve financial commitments and contracts, how documents are executed by the Company, and the controls for banking and payments. It must be read together with the Articles and the Companies Ordinance (Cap. 622).

1. Definitions

Definitions

• 'Council': as defined under the Articles.

• 'Executive Committee': a committee of the Council established under the Articles.

• 'Office Holder': an officer as defined under the Articles.

• 'Corporate Welfare' (also referred to as 'entertainment'): the provision of refreshments and/or food to members of the IDBF family who are not members of Council (for example IROs) where such hospitality is deemed important for the maintenance of corporate wellbeing. Corporate Welfare is only for group events. Requests must state the purpose and intended beneficiaries; claims must be accompanied by a list of actual beneficiaries and bona fide receipts.

• 'Travel costs': the costs per the Travel Policy.

2. Scope and application

This Policy applies to all IDBF financial commitments, contracts, payments, travel, welfare and entertainment expenditures, and office leases. It supersedes any inconsistent prior policies.

3. General principles

- Approvals must fall within the delegate's limit and within an approved budget (unless variance rules apply).
- Delegates must observe directors' duties, conflicts rules, and maintain proper records.
- Legal review is required for contracts with IP, data protection, media, venue/lease, or employment/consultancy elements, regardless of value.

4. Delegation, decisions and execution

4. Delegation, Decisions and Execution

4.1 Primacy of Articles and Congress powers. These Authorities operate subject to the Articles and Hong Kong's Companies Ordinance (Cap. 622). Congress has the right to exercise its ultimate power in respect of any financial commitment. The Council is responsible for the management of the Company and may delegate its powers in accordance with the Articles and this Policy.

4.2 Delegation and sub-delegation. The Council delegates the decision rights set out in the Table of Authorities to the Executive Committee, Treasurer, President and specified Office Holders. Delegates must not exceed their limits and must escalate decisions outside those limits to the level specified. Delegation does not relieve directors of their duties under law.

4.3 Methods of decision-making. Decisions under this Policy may be taken at duly convened meetings or by written resolution (including electronic circulation and signature) in accordance with Cap. 622. Records must be kept with the Company's minute book.

4.4 Execution of documents. Documents may be executed without a common seal by (a) two directors, or (b) a director and the company secretary, or by the sole director (if applicable), stating that the document is executed by the Company. If a common seal is used, it shall be affixed in accordance with the Articles. Electronic signatures may be used where legally valid and accepted by the counterparty.

4.5 Banking and payment controls. Bank account mandates shall require two payment authorisers per transaction. This is a control policy and does not affect the legal execution of documents under §4.4.

4.6 Conflicts and directors' duties. All approvers must comply with directors' duties and the conflicts of interest regime and recuse where required by the Articles or law.

4.7 Record-keeping and audit trail. Each approval shall be supported by source documents, approvals (email or minutes), and where relevant post-event reports (travel/entertainment), and retained per the Records Policy. All receipts must meet the standards for the Inland Revenue Department (IRD) in Hong Kong to be claimable reimbursements.

4.8 Pre-approval for all personal travel and entertainment costs is required for guaranteed settlement. Pre-approval shall only be granted through email

correspondence or at a formal meeting of the Executive Committee. Claims made after expenditure has been incurred, but without pre-approval, need not be settled by IDBF. Pre-approval requests must be submitted electronically using the correct forms and cannot be verbal.

4.9 Where 'Treasurer' is specifically shown as the required authority, the 'Deputy Treasurer' may deputise in the event of the temporary incapacitation or non-availability of the Treasurer.

5. Authority Matrix

Authority Matrix – Overview

All approvals are subject to approved budget, directors' duties, and conflicts rules. Where thresholds are expressed '≤' or '>', they refer to the invoice amount (including taxes/fees) or total contract value, as applicable.

A. Governance, budgeting and contracts

Item	Authority / detail		Remarks
Annual Operating Budget (HQ & programmes)	Prepared by: Treasurer & President Recommended by: Executive Committee/Council Approved by: Members (Congress)		Congress shall review and approve the annual budget.
Championship Events Budget and IDBF costs	The Events budget is submitted by the National Federation/Org Com to Treasurer The IDBF internal costs and budget for the events are submitted by the Treasurer and Deputy Treasurer to the President Both the events budget and the IDBF costs are approved by: Executive Committee within Council-approved parameters		The Executive Committee shall review and approve the budget for Championship events and refer to Council
Unbudgeted spend / budget	Lesser of: ≤10% or ≤USD 5,000	Treasurer	

variances (YTD per line) not otherwise specified	Lesser of: >10% and ≤20%; or ≤USD 25,000	Executive Committee	
	Lesser of: >20% or >USD 25,000	Council and Members (Congress) as required	
Contracts by value/risk (including all contracts placed by IDBF)	Low (≤USD 5,000; ≤12 months; or no IP/data risks)	Treasurer	All written contracts require review and approval. For contracts requiring Executive Committee approval, the Treasurer must be involved in any quorum.
	Medium (≤USD 25,000 or >12 months; or IP/data/venue/ employment ≤3 months)	Executive Committee (with legal review if applicable)	
	High (>USD 25,000 or exclusivity/penalties/IP/ media/employment >3 months)	Council after legal review	
	Strategic (leases >24 months; or licensing/franchising frameworks)	Council and Members (Congress) as required	
Legal advice engagement	≤USD 10,000	Treasurer	
	>USD 10,000	Executive Committee	
	Outside budget	Council and Members (Congress) as required	

B. Document execution (company signing)

- Execution method: (i) two directors; or (ii) one director + company secretary; or (iii) sole director (if applicable).
- Authorised signatory list: Maintain a board-approved schedule for simple contracts under hand (e.g., minor POs ≤USD 2,500) with caps and categories.

C. Banking & payments (bank mandate control)

- Bank signatories: Bank account operations shall always require a minimum of two payment authorisers per transaction as a control policy. The Treasurer or Deputy

Treasurer must always be one of the signatories unless they are both incapacitated or the registered individual is no longer holding that appointment.

- For payments >USD 5,000, Treasurer or President must be one of the signatories.
- Payment release thresholds (per invoice):
  - ≤USD 25,000: Treasurer + one other bank signatory;
  - >USD 25,000 – Treasurer + two other bank signatories, with evidence of approval attached.

D. Operating categories

Item	Authority / detail (per invoice)		Remarks
Routine office costs (e.g., printing, postage, IT subscriptions, stationary, telecoms)	≤USD 500	Treasurer	The Treasurer is authorized to settle any invoice for the items listed provided it is less than or equal to the budgeted amount. In the event the invoiced amount exceeds the budgeted amount by more than 10%, further approval must be sought by Council before the invoice is settled.
	USD 500–5,000	Treasurer + one office holder	
	>USD 5,000	Executive Committee (or Council if not budgeted)	
Insurance, audit, accounting, bank charges, compliance (AIMS/ITA), collaboration tools	≤ budgeted amount	Treasurer	
	>10% over budget	Executive Committee	
	>20% over budget	Council	
Travel costs (per trip)	≤USD 2,000	Treasurer + one office holder	Pre-approval is required. Post-trip report is required. Reimbursement is conditional upon submission to the Treasurer of supporting receipts.
	>USD 2,000 and ≤5,000	Treasurer + two office holders	
	>USD 5,000 or multi-stop long-haul	Executive Committee	
Corporate welfare (per event)	≤USD 1,000	Treasurer + one office holder	Pre-approval is required and must state purpose of the corporate welfare
	>$1,000	Executive Committee	

			and who the intended beneficiaries will be. Receipts and written rationale are required. Claims must be accompanied by a list of actual beneficiaries.
Office lease / long-term commitments	New leases/renewals >12 months or >USD 25,000 p.a.	Council	Although provision for these items must have been included in the budgeted annual costs approved by Congress, it remains the specific responsibility as shown for the approval of actual expenditure against budget. If the costs are forecast to exceed budget by more than 10%, further approval will be required from Congress.
	>24 months or material relocation	Council + Members (Congress) as required	
Contract staff / consultants	≤3 months or ≤USD 15,000	Executive Committee	
	>3 months or >USD 15,000	Council	
Entertainment by President	≤USD 250 (per day)	President	Limit is to a maximum total annual expenditure of USD 2,000. Once this limit has been reached, all further expenditure must be authorized by the Executive Committee. Reimbursement is conditional upon
	>USD 250 to ≤500 (per day)	Treasurer plus one office holder	

	>USD 500 (per day)	Treasurer plus one office holder	submission to the Treasurer of supporting invoices/receipts plus written explanation of reasons for the 'entertainment.'
Entertainment by others	≤USD 250 (per event)	Treasurer plus one office holder	Only Executive Committee members shall normally be allowed to 'entertain' on behalf of IDBF. In exceptional circumstances, Council may extend this right on a case-by-case basis. Limit is to a maximum annual total expenditure of USD 1,000. Once this limit has been reached, all further expenditure must be authorized by the Executive Committee. Reimbursement is conditional upon submission to the Treasurer of supporting invoices/receipts plus written explanation of reasons for the 'entertainment.'
	>USD 250 (per event)	Treasurer plus one office holder	

Meals during travel	Breakfast: ≤USD 10 (per day) **Full receipts must be obtained and submitted**	Treasurer	Individual meals shall typically be reimbursed up to a maximum per diem only when not already provided (e.g., breakfast as part of a hotel package, lunch provided by a Championship organizing committee, dinner as part of an IDBF event). Alcohol shall not typically be reimbursed. Pre-approval is required. Post-trip report is required. Reimbursement is conditional upon submission to the Treasurer of supporting itemized receipts. In the case of the granting of a per diem, meals during travel will not be reimbursed.
	Lunch ≤USD 15 (per day) **Full receipts must be obtained and submitted**		
	Dinner ≤USD 25 (per day) **Full receipts must be obtained and submitted**		