

HONG KONG AIR CADET CORPS

Headquarters

MEMO

From : Administrative Manager

Ref : GR20_013

Tel : 2712 8900

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To : All Executive Board Members
All Officers and Specialist Officers
of and above the rank of Flight Lieutenant
on the Active List

Date: 10 November 2020

IMPORTANT NOTICE

Proxy Form Handling Procedure for AGM 2019-20

Please be informed of the procedure adopted by HQ after Proxy Forms are collected:

- (1) Proxy form for AGM 2019-20 is now available for downloading from the Corps' website (www.aircadets.org.hk);
- (2) Completed proxy forms will be accepted by HQ prior to the AGM, i.e. until 1300 hrs, 5 December 2020;
- (3) Members eligible to attend the AGM can **post** the proxy forms to HQ, or **submit them by hand** during office hour to HQ staff, or **put them in the HQ mailbox** outside office hours;
- (4) HQ **WILL NOT PROCESS** any proxy forms after 1300 hrs, 5 December 2020;
- (5) HQ will count the proxy forms, and prepare a **HQ Authorized Voting Note** (with the name of the eligible AGM member holding proxies, number of proxies he/she holds including his/her own vote. The Corps' official stamp will be affixed on the Voting Note);
- (6) The **HQ Authorized Voting Note** will be given to the eligible AGM members at the registration counter immediately before the Meeting; and
- (7) When voting, AGM members holding proxies should raise their hand, displaying clearly the **HQ Authorized Voting Note**, otherwise only one vote will be counted.

Thank you for your kind attention.

Mandy WONG
Administrative Manager