

HONG KONG AIR CADET CORPS
Headquarters

MEMO

From : CO
Ref : GR21_016

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

Tel : 2712 8900
Fax : 2715 6944

Date: 27 November 2021

**Precautionary Measures for The Annual General Meeting
to be held on 9 December 2021**

Reference is made to the notice of annual general meeting of the Corps dated 11 November 2021 in relation to the AGM to be held on Thursday, 9 December 2021 at 1900 hrs in the Headquarters of Hong Kong Air Cadet Corps, Sung Wong Toi Road, Kowloon.

Precautionary Measures

Members who attend the AGM in person are reminded to observe and note the following precautionary measures which will be implemented at the AGM:

1. Compulsory body temperature checks will be conducted upon entering HQ. Any person with a body temperature above the reference range quoted by the Department of Health or who has any flu-like symptoms or is otherwise apparently unwell will not be admitted to HQ;
2. Sanitize your hands using sanitizing fluid provided upon entering HQ;
3. Wear a face mask at all times;
4. No food or drinks inside;
5. Follow seating arrangement as directed; and
6. Scan the venue QR code using “LeaveHomeSafe” mobile application upon entering HQ.

In light of the precautionary measures mentioned above, members are advised to arrive at HQ in advance of the meeting time of the AGM to allow sufficient time for registration. Alternatively, you may appoint an eligible voting member a proxy and submit a form of proxy.

Depending on the public health requirements and guidelines at the time of AGM, additional measures affecting physical attendance may be implemented by the Corps. The Corps will announce any relevant changes to the measures prior to the AGM, if necessary.

Should you have any enquiries, please contact HQ staff by phone at 2712 8900 or by email to hq@aircadets.org.hk .

ML CHAN
Group Captain
Commanding Officer