

HONG KONG AIR CADET CORPS
Headquarters

MEMO

From : CO
Ref : GR22_036

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: 5 December 2022

Polling Arrangement, Precautionary Measures and Supporting Documents for The Annual General Meeting to be held on 8 December 2022

Reference is made to the notice of annual general meeting of the Corps dated 14 November 2022 in relation to the AGM to be held on Thursday, 8 December 2022 at 1900 hrs in the Headquarters of Hong Kong Air Cadet Corps, Sung Wong Toi Road, Kowloon.

Polling Arrangement

Right to demand a poll

Pursuant to the Companies Ordinance (Chapter 622 of the Laws of Hong Kong), a poll may be demanded at the AGM on any of the question other than (a) the election of the chairperson of the meeting; or (b) the adjournment of the meeting by:

- (a) by at least five members having the right to vote at the meeting;
- (b) a member or members representing at least 5% of the total voting rights of all the members having the right to vote at the meeting; or
- (c) by the Chairperson of the meeting.

The Chairman will demand a poll on each of the resolutions submitted for determination at the forthcoming Annual General Meetings. The result of the poll will be announced at the AGM and published in the Minutes of the AGM.

How to Vote

If you are a Voting Member of the Corps, you are entitled to attend the AGM and cast your vote in person. If you are a Voting Member and do not plan to attend the AGM, you may appoint a proxy to exercise your rights at the AGM. Please refer to the Proxy Form Handling Procedure for AGM 2021-22 for further information regarding the appointment of proxy.

A ballot paper will be given to every Voting Member or proxy upon his/her registration at the AGM. Please use the ballot paper to cast your votes on a poll at the AGM.

Attend the AGM

1. You shall register at the counter.
2. After verification, the HQ staff will give the ballot paper(s) to you and record the issuance of ballot paper(s) to you.
3. Every Voting Member or proxy will be given a ballot paper. You shall sign for the receipt of the ballot paper(s).
4. Voting on all resolutions will be enabled at the AGM once the Chairman of the AGM formally declares the start of voting. Voting Member who arrives after the start of voting will not be allowed to enter HQ until the Chairman of the AGM announces the end of voting.
5. You must use a pen provided to insert a ✓ inside the □ to indicate your choice.
6. If you make an error in marking a ballot paper or has inadvertently spoiled a ballot paper, you may return that ballot paper to the HQ staff and ask for a replacement.
7. HQ staff will collect the ballot papers once the Chairman of the AGM formally declare the end of voting.
8. The following actions are also prohibited:
 - a. Communicate with Voting Members including showing your vote on the ballot paper to others or use mobile telephones or any other device for electronic communication.
 - b. Film, take photographs or make any audio or video recording.
 - c. Ask other Voting Members to mark your ballot paper.

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.

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.

Supporting Documents for The Annual General Meeting

The Report of the Chairman of the Executive Board and brief introduction of five Executive Board Members are hereby attached for your reference.

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