

# **HONG KONG AIR CADET CORPS**

## **Headquarters**

### **M E M O**

**From :** AM

**Ref :** GR25\_038

**Tel :** 2712 8900

**Fax :** 2715 6944

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

**Date:** 7 November 2025

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### **IMPORTANT NOTICE**

#### **Proxy Form Handling Procedure for AGM 2024-25**

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

- (1) Proxy form for AGM 2024-25 is now available for downloading from the Corps' website ([www.aircadets.org.hk](http://www.aircadets.org.hk));
- (2) Completed proxy forms will be accepted by HQ prior to the AGM, i.e. until 1300 hrs, 8 December 2025;
- (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, 8 December 2025;
- (5) HQ will count the proxy forms and prepare a ballot paper; and
- (6) The ballot paper will be given to the eligible AGM members at the registration counter immediately before the Meeting.

Please refer to the Polling Arrangement for The Annual General Meeting for further information regarding the polling arrangement.

Thank you for your kind attention.

Sylvia TUNG  
Administrative Manager