



The Hebe Haven Yacht Club Limited 白沙灣遊艇會
10.5 Miles, Hiram's Highway, Pak Sha Wan, Sai Kung, N.T. Hong Kong
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NOTICE OF ANNUAL GENERAL MEETING 2021

Notice is hereby given that an Annual General Meeting ("AGM") of The Hebe Haven Yacht Club Limited ("Club") will be held at its premises at 10.5 Miles, Hiram's Highway, Pak Sha Wan, Sai Kung, Hong Kong at **7:30pm on Thursday, 11 November 2021** for the following purposes:

1. to approve the minutes of the previous AGM held on 12 November 2020;
2. to receive and adopt the report of the Chairperson;
3. to receive and adopt the audited financial statements together with the report of the General Committee and Independent Auditor's Report for the year ended 31 March 2021;
4. to approve the appointment of Wong Brothers CPA Limited as the auditor of the Club for Financial Year ending 31 March 2022;
5. to approve the remuneration of Wong Brothers CPA Limited in the amount of HK\$83,700;
6. to elect the Officers of the Club and other members of the General Committee.

Members should note that nominations for the Officers and other members of the General Committee closes 72 hours prior to the time fixed for the AGM and the list of such nominations will be displayed in the Club and published on the Club's website by **8:30pm on Monday, 8 November 2021**. Nomination forms can be downloaded from the Club's website, or alternatively, obtained on request to the membership office.

Members should also note that they are entitled to appoint another person (whether a member or not) as a proxy to exercise all or any of the member's rights to attend and to speak and to vote at the AGM. Members wishing to vote by proxy should refer to the notes in the attached Annex.

Date: 30 September 2021

By order of the General Committee

Sonny Payne
Honorary General Secretary

Annex to Notice of Annual General Meeting 2021

Notes on Voting by Proxy

- 1) If voting by proxy, members are strongly encouraged to use proxy forms provided by the Club which will be available from **8:30pm on Monday, 8 November 2021**, following closure of the deadline for submission of nominations for the Officers and other members of the General Committee.
- 2) Members can obtain proxy forms either:
 - (i) in person by collection from the Club's membership office; or
 - (ii) upon request by email to proxyvote2021@hhyc.org.hk, a dedicated email account set up expressly for the purpose of administering the proxy forms and which will only be accessible by authorised Club staff and the AGM auditor.
- 3) Members **must** use their email address as registered with the Club for requesting proxy forms by email and **must** clearly state their full name and membership number in the requesting email. Requests using email accounts not registered by the member with the Club will **not** be entertained.
- 4) Each proxy form will have a unique number that is allocated by the Club's membership office. For the avoidance of doubt, the unique number on the proxy form is used solely for the purpose of preventing election fraud and the voting procedure is devised in such a way as to ensure voter secrecy and prevent the disclosure of any member's voting preferences to any other member (including members of the present and future general committee).
- 5) For administrative convenience, members are requested to return their completed proxy forms **before 11:30am on Thursday, 11 November 2021**. Proxy forms should be returned either:
 - (i) in person by delivery to the collection box in the Club's membership office; or
 - (ii) by emailing scanned copy of the duly completed and signed proxy form to proxyvote2021@hhyc.org.hk.
- 6) As with email requests for proxy forms, members **must** use their email address as registered with the Club for submitting proxy forms by email. Submission of proxy forms from email accounts that do not correspond to the member's email account registered with the Club will **not** be accepted.
- 7) A member may terminate the appointment of his/her proxy at any time prior to the commencement of the meeting by a written notice, duly signed and delivered to the Club by hand or through the dedicated proxy email address.