



THE HONG KONG INSTITUTE OF DIRECTORS LIMITED
香港董事學會有限公司
Notice of Annual General Meeting
會員周年大會通告

NOTICE is hereby given that an annual general meeting (the "Annual General Meeting") of The Hong Kong Institute of Directors Limited (the "Institute") will be held at The Harcourt Suite, The Hong Kong Club, 1 Jackson Road, Hong Kong on Wednesday, 11 July 2018 at 12:15 pm for the following purposes:

1. To receive and consider the audited financial statements for the year ended 31 December 2017 together with the reports of the Council and of the Independent Auditor;
2. To announce those retiring Council members who are re-elected to the Council pursuant to Article 48.2 of Part II of the Articles of Association of the Institute and to confirm the election of Members nominated to the Council; and
3. To re-appoint the auditor and to authorize the Council to fix their fee.

茲通告香港董事學會有限公司(「本會」)謹訂於二零一八年七月十一日(星期三)下午十二時十五分假座香港中環昃臣道一號香港會所夏慤廳舉行會員周年大會(「會員周年大會」), 討論下列事項:

- 一. 接納截至二零一七年十二月三十一日止年度之經審核財務報告與理事會及獨立核數師報告書;
- 二. 宣佈根據本會章程細則第二部份第 48.2 條退任之理事會成員再被選入理事會之名單及確認獲提名之會員為理事會成員; 及
- 三. 續聘核數師並授權理事會釐定其酬金。

BY ORDER OF THE COUNCIL 承理事會命

Henry H W Lai, Chairman
賴顯榮主席

Hong Kong, DATED this 14th day of June, 2018 香港, 二零一八年六月十四日

Notes:

- (1) A Member entitled to attend and vote at the Annual General Meeting is entitled to appoint a proxy to attend and, in the event of a poll, vote on his/her behalf. A proxy must be a Member of the Institute.
- (2) To be valid, the instrument appointing a proxy together with the power of attorney (if any) or other authority (if any) under which it is signed or a notarially certified copy thereof, must be deposited at the Institute's registered office at 2104 Shanghai Industrial Investment Building, 48 Hennessy Road, Wan Chai, Hong Kong not less than 48 hours before the time for holding of the Annual General Meeting or any adjourned meeting thereof.

附註:

- (一) 凡有資格出席會員周年大會及投票之會員均有權委任代表出席, 並於需要投票表決時代表其投票。受委代表必須為本會之會員。
- (二) 代表委任表格連同已簽署之授權書(如有)或其他授權文件(如有)或經公證人簽署證明之副本, 必須於會員周年大會或其任何續會舉行時間四十八小時前送交本會的註冊辦事處, 地址為香港灣仔軒尼詩道 48 號上海實業大廈 2104, 方為有效。



香港董事學會
The Hong Kong Institute of Directors
FOUNDED 1997



To reply:-

by fax: **+852 2889 9982** or

by email: **moni.ching@hkiod.com**

Annual General Meeting 周年大會

Reply Slip 回條

Please ✓ as appropriate 請以✓號顯示選擇：-

I will attend the AGM.

我會出席周年大會。

I will NOT attend the AGM but will appoint a proxy to attend.

我不會出席周年大會，但會委任代表出席。

I will NOT attend the AGM and will NOT appoint a proxy to attend.

我不會出席周年大會，也不會委任代表出席。

Member's Name 會員姓名： _____



Luncheon after Annual General Meeting 香港董事學會週年大會後聚餐

Date 日期: Wednesday 11 July 2018 • 2018 年 7 月 11 日 (星期三)

Time 時間:	12:00 noon	Registration	恭候
	12:15 pm	AGM	會員週年大會
		Presentation of Souvenirs and Awards	頒發紀念品及獎項
	12:40 pm	Luncheon	午餐

Venue 地點: The Harcourt Suite, The Hong Kong Club, 1 Jackson Road, Hong Kong
香港中環昃臣道一號香港會所一樓夏慤廳

Fee 費用: Members 會員 @HK\$490.00
Members' guests 會員邀請之賓客 @HK\$530.00
Including one free drink 包括免費飲品一杯

Dress Code 衣著準則: Business 商務服飾

As space is limited, reservation will be on a first-come-first-served basis.

歡迎各會員踴躍參加，報名先到先得。

REGISTRATION FORM 報名表格

To: HKIoD Executive Office 致香港董事學會行政處 (Ref: 11/07/2018) Date 日期: _____
Tel 電話: (852) 2889 9986 Fax 傳真: (852) 2889 9982 E-mail 電郵: executive@hkiod.com
2104 Shanghai Industrial Investment Building, 48 Hennessy Road, Wan Chai, HK 香港灣仔軒尼詩道 48 號上海實業大廈 2104

Name of Member 會員姓名: _____

Name(s) of Member's Guest(s) 賓客姓名: _____

Special meal requirement 餐飲特別要求: Vegetarian 素食 Others 其他: _____

Email (For confirmation of reservation) 電郵(用作確認通知): _____

*HKIoD will email confirmation via the above address three days prior to the event date.

*備註: 香港董事學會將於活動三天前電郵確認通知至上述郵址。

Payment method 付款方式

Crossed cheque payable 劃線支票抬頭人 "The Hong Kong Institute of Directors Limited"

Cheque No. 支票號碼: _____ Amount 面額: HK\$ 港幣 _____ 元正

Bank 銀行: _____

* Please provide written notification for cancellation of booking 3 working days prior to the event for refund.

*活動前三個工作天書面通知取消預留席位，可獲退還已繳款項。

In accordance with the Personal Data (Privacy) Ordinance, The Hong Kong Institute of Directors has adopted a Personal Data (Privacy) Policy, full details of which are downloadable from <http://www.hkiod.com/statement.html>. Personal data collected from participants will be used for registration for the above activity. Inquiries and requests can be directed to the Institute by email at personaldata@hkiod.com. 按照《個人資料(私隱)條例》的規定，香港董事學會訂定個人資料(私隱)政策，其詳細內容可從 <http://www.hkiod.com/statement.html> 網頁下載。本表格內提供的個人資料會用作舉辦上述活動之用。如有任何查詢，請透過電郵 personaldata@hkiod.com 聯絡香港董事學會。



THE HONG KONG INSTITUTE OF DIRECTORS LIMITED
香港董事學會有限公司

**Proxy Form for use at the Annual General Meeting
(or any adjourned meeting thereof) to be held on Wednesday, 11 July 2018**

I, _____ of (address) _____, being a Member of The Hong Kong Institute of Directors Limited (the "Institute") hereby appoint the chairman of the annual general meeting or _____ of (address) _____, as my proxy to attend, act and vote on my behalf at the annual general meeting or any adjourned meeting thereof of the Institute to be held at The Harcourt Suite, The Hong Kong Club, 1 Jackson Road, Hong Kong on Wednesday, 11 July 2018 at 12:15 pm (the "AGM"), for the purpose of considering and, if thought fit, passing the resolutions as set out in the notice convening the AGM and at such meeting or any adjourned meeting thereof to vote for me and in my name in respect of the resolutions as indicated below:

RESOLUTIONS		FOR	AGAINST
1.	To receive and consider the audited financial statements for the year ended 31 December 2017 together with the reports of the Council and of the Independent Auditor.		
2.*	To announce those retiring Council members who are re-elected to the Council pursuant to Article 48.2 of Part II of the Articles of Association of the Institute and to confirm the election of Members nominated to the Council.	N/A	N/A
3.	To re-appoint Messrs RSM Hong Kong as auditor and to authorize the Council to fix their fee.		

DATED this _____ day of _____, 2018 Signed _____

NOTES:

- IMPORTANT: IF YOU WISH TO VOTE FOR ANY RESOLUTIONS, TICK THE APPROPRIATE BOXES MARKED "FOR". IF YOU WISH TO VOTE AGAINST ANY RESOLUTIONS, TICK THE APPROPRIATE BOXES MARKED "AGAINST".
- A Member entitled to attend and vote at the AGM is entitled to appoint a proxy to attend and, in the event of a poll, vote on his/her behalf. A proxy must be a Member of the Institute.
- To be valid, this proxy form together with the power of attorney (if any) or other authority (if any) under which it is signed or a notarially certified copy thereof, must be deposited at the Institute's registered office at 2104 Shanghai Industrial Investment Building, 48 Hennessy Road, Wan Chai, Hong Kong not less than 48 hours before the time for holding of the AGM or any adjourned meeting thereof.
- The proxy shall be entitled to cast his/her vote at his/her discretion if no instruction is given on this proxy form.
- Completion and deposit of this proxy form will not preclude you from attending and voting in person at the AGM or any adjourned meeting thereof if you so wish, in which case this proxy form shall be deemed to be revoked.

- * 9 Council members will retire at the AGM and, being eligible, offer themselves for re-election. 2 Members are nominated for election to the Council at the AGM.

請參閱本文中文版本。



THE HONG KONG INSTITUTE OF DIRECTORS LIMITED
香港董事學會有限公司

於二零一八年七月十一日(星期三)舉行之會員周年大會(或其任何續會)適用之代表委任表格

本人_____地址為_____

_____為香港董事學會有限公司(「本會」)之會員，茲委任會員周年大會主席或_____

_____地址為_____

為本人之代表，代表本人出席本會於二零一八年七月十一日(星期三)下午十二時十五分假座香港中環昃臣道一號香港會所夏慤廳舉行之會員周年大會或其任何續會(「會員周年大會」)，以考慮並酌情通過會員周年大會通告上所載之決議案，並於該大會或其任何續會代表本人依照下列欄內所示投票表決有關決議案：

決議案		贊成	反對
1.	接納截至二零一七年十二月三十一日止年度之經審核財務報告與理事會及獨立核數師報告書。		
2.*	宣佈根據本會章程細則第二部份第48.2條退任之理事會成員再被選入理事會之名單及確認獲提名之會員為理事會成員。	不適用	不適用
3.	續聘中瑞岳華(香港)會計師事務所為核數師並授權理事會釐定其酬金。		

日期：二零一八年_____月_____日

簽署

附註：

- (一) 注意：閣下如欲投票贊成任何決議案，請在適當的「贊成」方格內勾上「✓」號。如欲投票反對任何決議案，則請在適當的「反對」方格內勾上「✓」號。
 - (二) 凡有資格出席會員周年大會及投票之會員均有權委任代表出席，並於需要投票表決時代表其投票。受委代表必須為本會之會員。
 - (三) 此代表委任表格連同已簽署之授權書(如有)或其他授權文件(如有)或經公證人簽署證明之副本，必須於會員周年大會或其任何續會舉行時間四十八小時前送交本會的註冊辦事處，地址為香港灣仔軒尼詩道48號上海實業大廈2104，方為有效。
 - (四) 如未有在此代表委任表格上作出任何指示，則受委代表有權自行決定如何投票。
 - (五) 當填妥及送交此代表委任表格後，閣下仍可依願親身出席及於會員周年大會或其任何續會上投票。在此情況下，代表委任表格即視為取消。
- * 九位理事會成員將於會員周年大會退任，均符合資格並願意膺選連任。兩位獲提名之會員將於會員周年大會確認為理事會成員。

Please refer to the English version of this text.