

# HONG KONG AIR CADET CORPS

## Headquarters

### MEMO

**From :** Administration Officer

**Ref :** GR10\_004

**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:** 15 March 2010

---

### IMPORTANT NOTICE

#### Proxy Form Handling Procedure for AGM 2010

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

- (1) Proxy form for AGM 2010 is now obtainable to members from email and later on from website;
- (2) From today till 1900hrs, 21 Mar 2010 (Sun), which is 48 hours prior the AGM, HQ will receive proxy from members;
- (3) Eligible members can either **mail** the proxy forms to HQ, HKACC, or **submit in person** (during office hour to HQ staff, outside office hour into the HQ mailbox);
- (4) HQ **WILL NOT PROCESS** any proxy forms after 1900hrs, 21 Mar 2010;
- (5) HQ will count the proxy forms, and prepare a **HQ Authorized Voting Note** (with the name of eligible members, number of proxy he/she would hold which including his/her own vote, and Corps' round chop);
- (6) The **HQ Authorized Voting Note** will be given to the eligible members at the registration counter right before AGM; and
- (7) While voting, such members should raise their hands with the **HQ Authorized Voting Note** in hand, otherwise only one vote will be counted.

Thank you for your kind attention.

Megan TIN  
Administration Officer