

HONG KONG AIR CADET CORPS

Headquarters

M E M O

From : AM

Ref : GR24_017

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: 21 November 2024

IMPORTANT NOTICE

Proxy Form Handling Procedure for AGM 2023-24

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

- (1) Proxy form for AGM 2023-24 is now available for downloading from the Corps' website (www.aircadets.org.hk);
- (2) Completed proxy forms will be accepted by HQ prior to the AGM, i.e. until 1300 hrs, 16 December 2024;
- (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, 16 December 2024;
- (5) HQ will count the proxy forms, and prepare a **HQ Authorized Voting Note** (with the name of the eligible AGM member holding proxies, number of proxies he/she holds including his/her own vote. The Corps' official stamp will be affixed on the Voting Note);
- (6) The **HQ Authorized Voting Note** will be given to the eligible AGM members at the registration counter immediately before the Meeting; and
- (7) When voting, AGM members holding proxies should raise their hand, displaying clearly the **HQ Authorized Voting Note**, otherwise only one vote will be counted.

Thank you for your kind attention.

Sylvia TUNG
Administrative Manager