



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 2022

Notice is hereby given that an Annual General Meeting ("AGM") of The Hebe Haven Yacht Club Limited ("Club") will be held at **7.30 pm on Thursday, 10 November 2022** at **WM Hotel, 28 Wai Man Road, Sai Kung, New Territories, Hong Kong** for the following purposes:

### Ordinary business

1. to approve the minutes of the previous AGM held on 11 November 2021;
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 2022;
4. to approve the appointment of Wong Brothers CPA Limited as the auditor of the Club for Financial Year ending 31 March 2023;
5. to approve the remuneration of Wong Brothers CPA Limited in the amount of HK\$84,700;
6. to elect the Officers of the Club and other members of the General Committee.

### Special business

7. to consider and, if thought fit, approve the election of the following members as Life Members of the Club:
  - (a) Michael Randall (R-119);
  - (b) Bridget Chan (C-455); and
  - (c) Joseph Lau (L-282).

Members should note that the list of nominations for the Officers and other members of the General Committee will be displayed on the Club noticeboard and published on the Club's website by 7.30 pm on 27 October 2022 (two weeks before the AGM).

Members should also note that they are entitled to appoint a proxy to exercise all or any of the member's rights to attend, speak and vote at the AGM. Members wishing to vote by proxy should refer to the notes in the attached Annex.

Date: 30 September 2022

By order of the General Committee

Sonny Payne  
Honorary General Secretary

## Annex to Notice of Annual General Meeting 2022

### Notes on Voting by Proxy

- 1) Members are entitled to appoint their spouse or another person who is a member to exercise all or any of their rights to attend, speak and vote at the AGM.
- 2) A proxy may only be appointed by a notice in writing (“**Proxy Notice**”) in the form provided by the Club (“**proxy form**”) which will be available from **7.30 pm on Thursday, 27 October 2022** (two weeks before the AGM) and which can be obtained either:
  - (i) by collection in person from the Club's membership office; or
  - (ii) upon request by email to [proxyvote2022@hhyc.org.hk](mailto:proxyvote2022@hhyc.org.hk), a dedicated email account set up expressly for the purpose of administering the Proxy Notices 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 issued 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) Members are required to return their Proxy Notices at least 48 hours prior to the appointed time for the AGM (i.e., **before 7.30 pm on 8 November 2022**), by either:
  - (i) delivery of the Proxy Notice to the collection box in the Club's membership office; or
  - (ii) by emailing a scanned copy of the duly completed and signed Proxy Notice to [proxyvote2022@hhyc.org.hk](mailto:proxyvote2022@hhyc.org.hk).

Proxy Notices returned after the aforementioned cut-off time will have no effect.

- 6) As with email requests for proxy forms, members **must** use their email address as registered with the Club for submitting their Proxy Notices by email. Submission of Proxy Notices 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 written notice, duly signed and delivered to the Club by hand or through the dedicated proxy email address.