



The Hebe Haven Yacht Club Limited 白沙灣遊艇會
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NOTICE OF ANNUAL GENERAL MEETING 2025

Notice is hereby given that an Annual General Meeting ("AGM") of The Hebe Haven Yacht Club Limited ("Club") will be held at **7:30pm on Thursday, 20 November 2025** on the **1st Floor, HHYC Conference Hall, Pak Sha Wan Centre, Pak Sha Wan, Sai Kung, Hong Kong** for the following purposes:

1. to approve the minutes of the previous AGM held on 14 November 2024;
2. to receive and consider the Annual Report and Accounts for the financial year ending 31 March 2025 and to approve the audited financial statements contained therein;
3. to approve the appointment of Wong Brothers CPA Limited as the Auditor of the Club for financial year ending 31 March 2026;
4. to approve the remuneration of Wong Brothers CPA Limited in the amount of HK\$90,700;
5. to elect the following Officers and other members of the General Committee whose positions will become vacant at the AGM:
 - (a) Rear Commodore (Operations);
 - (b) Rear Commodore (Sailing);
 - (c) Rear Commodore (Sail Training);
 - (d) Honorary Treasurer; and
 - (e) four members of the General Committee.

A copy of the minutes of the previous AGM and the Annual Report and Accounts for the financial year ending 31 March 2025 are enclosed with this notice.

Any member who wishes to stand for election for any of the above positions should submit a completed Nomination Form (available at www.hhyc.org.hk/admin/upload/nomination2025-26.pdf) by delivering a hard copy by hand to the box outside the Club's Admin Office, or by email to: jessica.yau@hhyc.org.hk **on or before 5:00pm on Wednesday 5 November 2025.**

The list of nominations for the vacant positions of Officers and other members of the General Committee will be displayed on the Club notice board and published on the Club's website by 7:30pm on 6 November 2025 (two weeks before the AGM).

Members should 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 and comply with the notes in the attached Annex.

Date: 8 October 2025

By order of the General Committee

Mike Sharp
Honorary Secretary

Annex to Notice of Annual General Meeting 2025
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 **7:30pm on Thursday, 6 November 2025** (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 proxyvote2025@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 7:30pm on 18 November 2025**), by either:
 - (i) delivery of the Proxy Notice to the collection box outside the Club's Admin office; or
 - (ii) by emailing a scanned copy of the duly completed and signed Proxy Notice to proxyvote2025@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.