



香港聲學學會

Hong Kong Institute of Acoustics

21st May 2020

Dear Members,

Notice of the 2020 Annual General Meeting

On behalf of the Committee of the Institute, I cordially invite you to attend the 2020 Annual General Meeting (AGM) scheduled at 7:00 pm, on **Thursday, 11th June 2020**. The meeting is to be held with the help of the ZOOM Virtual Meeting System.

To join the meeting, you would need to:

- Register by filling in the reply slip attached in this Notice, with an email address. The link to the Meeting Room will be sent to your registered email address;
- Have a smart phone or PC installed with the ZOOM application (free of charge);
- The Regulations about the Procedures and Order of the Virtual Meeting will be sent to you via your registered email address;
- Enter the Meeting Room via the given link 10 – 15 mins before the time of meeting;
- WiFi connection to the smart device is suggested for a steady reception;
- Always mute the microphone when you are not speaking.

Agenda for the 2020 AGM:

1. To confirm the Proceedings of the last AGM on 21st March 2019 [a copy of the draft proceedings could be viewed on <http://hkioa.org/download/AGM-Proc/Draft-Proceedings-of-the-2019-AGM-of-HKIOA.pdf>]
2. To receive the Annual Report of the Chairman
3. To receive the Financial Report of the Honorary Treasurer
4. To appoint an Auditor of the Institute for 2020/21
5. To elect Committee Members of the Institute
6. Any Other Business

If you would like to nominate candidates to stand for election for the posts of Committee Members, please complete the attached Nomination Form and send it back to us latest by **Thursday, 28th May 2020**. Looking forward to your participation at the AGM !

Yours faithfully,

CW Law (Dr.)

Chairman

Hong Kong Institute of Acoustics

Encl. (Proxy Form, Nomination Form & Reply Slip)



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Hong Kong Institute of Acoustics

**Nomination for Committee Members,
Hong Kong Institute of Acoustics**

(for election at the 2020 AGM on Thursday, 11th June 2020)

If you like to nominate any Corporate Member(s) to join the Committee, please complete and send this nomination form to Ms. Nicole CHAN by **email** at admin@hkioa.org **OR fax** at 2786 5728 **OR by post** to HKIOA c/o Ms. Nicole CHAN at Rm 802, Shatin Galleria, 18-24 Shan Mei Street, Fotan, New Territories, latest by 28th May 2020 (Thursday).

Name of **Candidate**: _____ (for election as Committee Member)

Membership No.: _____

Proposer: _____ Signature: _____

Membership No.: _____

Secunder: _____ Signature: _____

Membership No.: _____

Note: The following existing Committee Members are due for retirement: Mr. William FUNG, Mr. Joshua CHUNG, Mr. Ken WONG, Ms. Valarie KUNG and Dr. Clief TANG. So far, the Committee has already received the nomination of Mr. William FUNG for election as the Chairman, the nominations of Mr. Ken WONG and Dr. Clief TANG for re-election as Committee Members, as well as the nominations of Mr. Alson PANG and Mr. TANG Wai Him for election as Committee Members.

[Further information about election of Committee Members could be found in the Memorandum & Articles of Association at the Institute's website <http://www.hkioa.org/pdf/MoA-HKIOALimited.pdf>]

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**2020 AGM of the Hong Kong Institute of Acoustics
Reply Form**

Name of Member: _____ Membership No.: _____ Tel. No.: _____

Email address: _____

Please indicate if you will attend the following events on **Thursday, 11th June 2020**.

YES

NO

() () **Annual General Meeting** at 7:00 pm [Waiting room function will start at 6:30 pm]

Please send this reply form to Ms. Nicole CHAN by **email** at admin@hkioa.org **OR fax** at 2786 5728 **OR by post** to HKIOA c/o Ms. Nicole CHAN at Rm 802, Shatin Galleria, 18-24 Shan Mei Street, Fotan, New Territories, latest by 28th May 2020 (Thursday)

PROXY

I, _____ (Membership No. _____), being a Voting

Member of the Hong Kong Institute of Acoustics, hereby appoint

_____ of _____ or failing him

_____ of _____ as my proxy for me

and on behalf at the 2020 Annual General Meeting of the Institute to be held on the 11th day of June

2020 and at any adjournment thereof.

Signed this _____ day of _____.

Signature: _____

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Remarks:

The venue and time of the Annual General Meeting are as follows:

Venue: **Meeting Room via Zoom.**

Time / Date: 7:00 pm. on Thursday, 11th June 2020

Any eligible voting member not being able to attend the AGM online but wish to vote on the resolutions to be tabled at the AGM, can appoint Mr. Aaron LUI, the Hon. Secretary of the Meeting as their proxy to attend, speak and vote on their behalf at the AGM, in accordance with the instructions on the proxy form. The proxy form shall reach Ms. Nicole CHAN by email at admin@hkioa.org OR fax at 2786 5728 OR by post to HKIOA c/o Ms. Nicole CHAN at Rm 802, Shatin Galleria, 18-24 Shan Mei Street, Fotan, New Territories, latest by 9th June 2020 (Tuesday).

A proxy needs not be a Member of the Institute. However, only a Corporate Member who has paid every subscription and other sum (if any) which shall be due and payable to the Institute in respect of its membership shall be entitled to be present or to vote on any question at an AGM.

[Further information about the appointment of a proxy could be found in the Memorandum & Articles of Association at the Institute's website: <http://www.hkioa.org/pdf/MoA-HKIOALimited.pdf> .]