



豪景花園業主立案法團

The Incorporated Owners of Hongkong Garden

Tel. : (852) 2491 9522 Fax : (852) 2491 6592 Email : info@hongkonggarden.org

Web Site : www.hongkonggarden.org

【若閣下為租客，煩請立即將此文件轉交業主】

業主周年大會

茲通知各業戶，豪景花園業主立案法團第六屆管理委員會現將於下列時間、地點召開上述會議，並議決下列事項。

日期：2014年4月10日(星期四)

時間：下午7時(下午6時30分開始登記入場)

地點：豪景花園商場2樓大八方中國料理

(因場地限制，每個單位只許一名業主或授權代表入場)

大會議程：

1. 宣佈會議開始
2. 簡述業主周年大會之法定人數
3. 第六屆管理委員會工作報告
4. 省覽2009年及2010年豪景花園賬目核數報告
5. 議決(1) — 選聘2012年及2013年屋苑賬目核數師
6. 議決(2) — 選聘2014至2016年度水電維修保養合約承辦商
7. 會議結束

*注意：不在議程範圍內的事項，將不作討論。

業主及獲授權代表須帶同身分證明文件以供核實身分。根據建築物管理條例(Cap. 344)規定，會議的合法人數為全體業主人數的10%，如授權他人出席或註冊業主為法人團體，必須於會議舉行的時間至少48小時前，即2014年4月8日下午7時正或之前，填妥附件一：指定格式的「委任代表的文書」(即授權書)，並交回業主立案法團辦事處或投入貴座業主立案法團信箱內，其他格式的「委任代表的文書」(即授權書)恕不接納。業主立案法團辦事處於收到「委任代表的文書」(即授權書)後，會向授權單位業主發出「認收委任代表文書的收據」，如已遞交「委任代表的文書」(即授權書)，而仍未收到「認收委任代表文書的收據」，請於2014年4月10日下午7時前致電業主立案法團辦事處查詢。



豪景花園業主立案法團

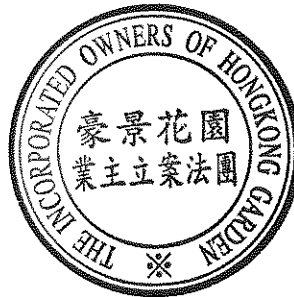
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敬希各業主踴躍參加是次會議，共同關注及促進屋苑事務。如有查詢，請於辦公時間致電 2491 9522 與業主立案法團辦事處或致電 2491 7234 與客戶服務部職員聯絡。

- 備註：
1. 如因天文台發出 8 號或以上颱風訊號或黑色暴雨訊號等不可預料的原因而引致場地關閉，會議將會取消。
 2. 會議將會於達至法定人數（法定人數為親自或授權代表出席而合共有最少十份之一（10%）之總業主人數）後宣佈開始，倘若出席人數至 2014 年 4 月 10 日下午 8 時正仍未達至法定人數要求，會議將會流會。
 3. 文件中的中文版本與英文版本若有任何分歧，概以中文版本為準。



豪景花園業主立案法團
第六屆管理委員會主席

羅裕權

2014 年 3 月 25 日

附件：委任代表的文書



豪景花園業主立案法團

The Incorporated Owners of Hongkong Garden

Tel. : (852) 2491 9522 Fax : (852) 2491 6592 Email : info@hongkonggarden.org

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Date: March 25, 2014

To: All Owners of the Hong Kong Garden

Annual General Meeting

AGENDA

The 6th Management Committee of The Incorporated Owners of Hongkong Garden hereby convenes an Annual General Meeting:

Date: April 10, 2014 (Thursday)

Time: 7:00 p.m. (Registration will be started at 6:30 p.m.)

Venue: Tai Pai Fong Chinese Cuisine, 2/F, Commercial Complex of Hong Kong Garden

(Due to the constraints of the venue, only 1 no. owner/proxy from each flat would be admitted to enter the venue.)

Agenda Items:-

- 1 Announcement of commencing the meeting.
- 2 Reporting on the quorum of the Annual General Meeting.
- 3 Working report of the 6th Management Committee
- 4 Overview of Audit Report for Years 2009 and 2010 of Hongkong Garden.
- 5 Resolution (1)– Selection of Auditor for Estate Accounts of 2012 and 2013.
- 6 Resolution (2) – Selection of contractor for Electrical System and Water Supply System Contract 2014 – 2016.
- 7 End of the Meeting.

- Attention: Matter not listed in the above agenda will not be discussed.

Owners and proxies should bring along their identity documents for verification. According to the Building Management Ordinance (Chapter 344), the quorum of the meeting shall be 10% of owners. At the meeting the votes of owners may be given by proxy which instrument of proxy should be submitted not less than 48 hours before the commencement of the meeting (i.e. at or before 7:00 p.m. on April 8, 2014) to The Incorporated Owners of Hongkong Garden Office at Shop 25, Commercial Complex of Hongkong Garden. Owners may also drop the proxy into the suggestion box at the lobby. Upon receipt of the instrument of proxy, acknowledgement receipt would be issued by the The Incorporated Owners of Hongkong Garden Office. Should those owners who do not receive acknowledgement receipt after submission of the instrument of proxy, please contact The Incorporated Owners of Hongkong Garden Office before 7:00pm on April 10, 2014.

All owners of Hongkong Garden are urged to spare time to take part in the meeting and participate in the affairs of the estate. For enquiries, please call the office of the Incorporated Owners at 24919522 or the Customer Services Department at 24917234.



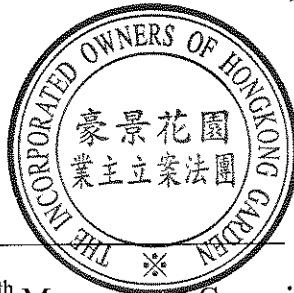
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Remarks:

1. If there were any unexpected reasons such as typhoon signal 8 or above being hoisted, black rainstorm warning or other factors which will lead to the suspension of the meeting venue, the captioned meeting will be cancelled.
2. The meeting will commence when a quorum required is present (10% of the total number of the Owners, either personally or by proxy, in the Lot and the Development shall be a quorum). If the quorum is not present at 8:00 p.m. on April 10, 2014, the meeting will be dissolved.
3. If the English and Chinese version differs, the Chinese version shall prevail.



Law Yu Kuen
The Chairman of the 6th Management Committee
The Incorporated Owners of Hongkong Garden

Encls.: Instrument of Proxy

**豪景花園業主立案法團業主周年大會
委任代表的文書**

本人 / 我們 _____ (業主姓名)，為豪景花園第 _____ 座 _____ 樓 _____ 室的
業主，現委任 _____ (代表姓名) *【如他未能出席，則委任 _____
(替代代表姓名)】為本人 / 我們的代表，出席於 2014 年 4 月 10 日舉行的豪景花園業主立案法團業主周年大會*【及任何延
會】並代表本人 / 我們投票。

業主簽署：_____

2014 年 _____ 月 _____ 日

*請刪去不適用者

1. 此授權書乃指定格式，不得擅自更改內容，否則即視為無效。
2. 若業主為註冊公司，亦必須填寫此授權書及蓋上公司印章。
3. 授權書必須於 2014 年 4 月 8 日下午 7 時或以前送達業主立案法團辦事處，或投入貴座業主立案法團信箱內。
4. 法團秘書會發出「認收委任代表文書的收據」予各授權單位業主的信箱，如已遞交授權書而未收到「認收委任代表文書的收據」的業主，請於 2014 年 4 月 10 日下午 7 時前致電 2491 9522 與業主立案法團辦事處查詢。

The Incorporated Owners of Hongkong Garden
Annual General Meeting
Instrument of Proxy for Meetings of Corporation

Date : _____, 2014

I / We, _____ (name(s) of owner(s), being the owner(s) of Flat _____,

floor _____, Block _____, Hongkong Garden, hereby appoint _____

(Name of Proxy) *[or failing him _____ (name of alternative proxy)],

as my / our proxy to attend and vote on my / our behalf at the Annual General Meeting of the Incorporated Owners of Hongkong Garden held on April 10, 2014 *(and at any adjournment thereof).

Owner's Signature : _____

*Please delete if appropriate

1. This instrument of proxy for meeting of corporation is standard format, any amendment will render this proxy invalid.
2. If Owner is a corporate body, this instrument of proxy must be filled in including company chop.
3. Instrument of proxy must be sent to the Incorporated Owners of Hongkong Garden Office, or drop into the Incorporated Owners' letter box at the lobby on or before 7:00 p.m. on April 8, 2014.
4. The Acknowledgement Receipt of the Instrument of Proxy will be placed into the mail box of owner who give authorization. If you do not receive the Acknowledgement Receipt, please contact the Incorporated Owners of Hongkong Garden Office at 2491-9522 on or before 7:00 p.m. on April 10, 2014.

收集個人資料目的說明

收集資料的目的

1. 本文書供你 / 你們用以委任代表，出席於 2014 年 4 月 10 日舉行的豪景花園業主立案法團 (法團) 業主周年大會及任何延會 (如適用)。代表你 / 你們出席會議的人仕會組成會議的法定人數，並代表你 / 你們投票。
2. 業主立案法團管理委員會 (管委會) 主席及 / 或秘書或會跟進你 / 你們所提供的個人資料，並會在有需要時與你 / 你們聯絡，以查證你 / 你們所作出的委任是否有效。

取得委任代表的同意

3. 你 / 你們在本文書提供有關委任代表的個人資料前，應取得他 / 她的同意，並向他 / 她提供本說明文件，解釋收集其個人資料的目的和用途。

資料轉交的對象

4. 你 / 你們在本文書提供的個人資料，法團和其管委會可能會為上文第 2 段所述的目的而向豪景花園其他業主及 / 或其他有關人仕和團體披露。

查閱個人資料

5. 根據《個人資料 (私隱) 條例》(第 486 章) 第 18 條、第 22 條及附表 1 第 6 原則的規定，你 / 你們有權查閱和改正個人資料。你 / 你們查閱資料的權利，包括索取你 / 你們在本文書所提供的個人資料的副本。

查詢

6. 如對本文書所收集的個人資料有任何查詢，包括要求查閱和改正資料，可與管委會秘書處聯絡 (電話：2491 9522)。

Statement of Purposes in respect of Collection of Personal Data

Purpose of Collection

1. This instrument is to be used by you to appoint a proxy to attend the owners' meeting of this building held on April 10, 2014 (and any adjournment thereof). Your proxy will form the quorum and vote on your behalf at the meeting.
2. The convener of the meeting may follow up on the personal data you provided in this instrument and, if necessary, will contact you for the purpose of verifying the validity of the appointment of your proxy.

Consent of your Proxy

3. You should obtain the consent of your proxy in using his/her personal data provided in this instrument, and provide your proxy with this statement, informing him/her of the purpose for collecting his/her personal data.

Classes of Transferees

4. The convener of the meeting and/or the new OC and its MC may disclose the personal data you provided in this instrument to other owners of this building, and/or other relevant persons and bodies for the purposes mentioned in paragraph 2 above.

Access to Personal Data

5. You have the rights of access and correction to the personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access includes the right to obtain a copy of your personal data provided in this instrument.

Enquiries

6. Enquiries concerning the personal data collected by means of this instrument, including requests for access to and correction of data, should be directed to the convener of the meeting (Telephone Number: 2491 9522).