



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 : cs_hkog@ccg-pms.com

Web Site : www.hkgarden.hk

請將此議程轉交物業註冊業主

致：豪景花園全體業主

豪景花園業主周年大會

暨第 11 屆業主立案法團管理委員選舉會議通知

茲通知各業戶，豪景花園業主周年大會暨第 11 屆業主立案法團管理委員會選舉將於下列時間及地點召開會議，並議決下列事項：

日期：2025 年 3 月 15 日(星期六)

時間：下午 3 時正 (下午 2 時 30 分開始登記入場)

地點：A 車場對出空地

會議議程

1. 宣佈會議開始；
2. 簡述業主周年大會之法定人數；
3. 議決(1) - 選聘 2025、2026 及 2027 年度屋苑帳目核數師；
4. 議決(2) - 選聘 2025 至 2027 年度屋苑保安服務合約承辦商；
5. 議決(3) - 選聘 2025 至 2027 年度屋苑清潔服務合約承辦商；
6. 豪景花園業主立案法團第 10 屆管理委員會工作報告；
7. 省覽 2022 至 2023 年度管理公司營運帳目及 2022 至 2023 年度業主立案法團帳目核數報告；
8. 簡述豪景花園業主立案法團管理委員會委員之選舉方式；
9. 議決(4) - 豪景花園業主立案法團第 11 屆管理委員會組成的人數；
10. 候選人自我介紹 (每位候選人最多 1 分鐘)；
11. 議決(5) - 選出第 11 屆管理委員會委員；
12. 議決(6) - 選出第 11 屆管理委員會主席、秘書及司庫各 1 名；
13. 會議結束。

* 如待至下午 4 時 30 分正仍未達至法定出席人數，則作流會，並將於 45 日內再次召開會議。

* 議程範圍外之事項將不作討論。

敬希各業主履行業主責任，踴躍出席業主大會，共同參與屋苑管理事務。如有查詢，請於辦公時間致電 2491-7234 與客戶服務部職員聯絡。



豪景花園業主立案法團
管理委員會主席 曾兆華
2025 年 2 月 28 日

附件：委任代表的文書



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備註事項：

1. 如因天文台發出 8 號或以上颱風訊號/極端天氣情況/黑色暴雨訊號等不可預料原因而引致會議不能進行，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 10% 之總業主人數）後宣佈開始，倘若出席人數至 2025 年 3 月 15 日下午 4 時 30 分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；
4. 業主及獲授權代表須帶同身分證明文件，以供核實身分；
5. 業主、獲授權代表身份及委任代表的文書：

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（以公司名義持有），必須於會議舉行的時間至少 48 小時前，即 **2025 年 3 月 13 日下午 3 時或之前**，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 **2025 年 3 月 15 日下午 3 時正前**致電 2491-7234 通知管理處。



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Please forward this agenda to the registered owner(s), if applicable

28th February, 2025

To : All Owners of the Hongkong Garden

Annual General Meeting of The Incorporated Owners of Hongkong Garden & Election of the 11th Management Committee

The Incorporated Owners of Hongkong Garden hereby notifies all owners that the Annual General Meeting (AGM) and the 11th Management Committee Election will be held at the following date, time, and venue to resolve the followings:

Date: 15 March 2025 (Saturday)
Time: 3:00 p.m. (Registration starts at 2:30 p.m.)
Venue: Open area outside Carpark A

AGENDA

1. Announcement of the commencement of the meeting;
2. Briefing on the quorum requirements for the AGM;
3. **Resolution (1)** – Selection of an auditor for the estate's accounts for the years 2025, 2026, and 2027;
4. **Resolution (2)** – Selection of a security service contractor for the years 2025-2027;
5. **Resolution (3)** – Selection of a cleaning service contractor for the years 2025-2027;
6. Presentation of the work report by the 10th Management Committee;
7. Review of the audited financial reports of T.L.60 Management Limited and The Incorporated Owners of Hongkong Garden for the year 2022-2023;
8. Briefing on the election procedures for the Management Committee of The Incorporated Owners of Hongkong Garden;
9. **Resolution (4)** – Determination of the number of members in the 11th Management Committee;
10. Candidate self-introductions (maximum 1 minute per person);
11. **Resolution (5)** – Election of members for the 11th Management Committee;
12. **Resolution (6)** – Election of the Chairman, Secretary, and Treasurer for the 11th Management Committee;
13. Adjournment of the meeting.

* *If the quorum is not present by 4:30 PM, the meeting will be adjourned and reconvened within 45 days.*

* *Matter(s) not related to the agenda will not be discussed.*

All owners are encouraged to perform their responsibilities to attend and participate in the management affairs of the estate. For enquires, please contact the Customer Service Department at **2491-7234** during office hours.

Regards

For and on Behalf of

The Incorporated Owners of Hongkong Garden



TSANG Siu Wah, Philip

Chairman of the Management Committee

Encl.: Instrument of proxy



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Remarks:

1. Inclement weather condition, such as typhoon signal 8 or above being hoisted, extreme weather, black rainstorm warning or other safety concerns will lead to the suspension of the meeting and the captioned meeting will be cancelled accordingly.
2. The meeting will commence once the quorum is present (the quorum requires the attendance of at least 10% of the total number of owners, either in person or by authorized representatives). If the required quorum is not present by 4:30 P.M. on March 15, 2025, the meeting will be adjourned.
3. If the English and Chinese version differs, the Chinese version shall prevail.
4. Owners and authorized representatives must present their identity documents for verification.

5. **Owners, Authorized Representatives, and Proxy Appointment Documents**

According to the **Building Management Ordinance (Cap. 344)**, the legal quorum for the meeting is **10% of all owners**. If an owner authorizes another person to attend on their behalf, or if the registered owner is a corporate entity (holding the property under a company name), they must complete **Annex 1: "Appointment of Proxy Document"** (i.e., the authorization letter) in the prescribed format and submit it **at least 48 hours before the meeting, no later than 3:00 PM on March 13, 2025**. The completed document should be returned to the **Owners' Corporation Office** or placed in the **Owners' Corporation mailbox** of the respective building. **Only the prescribed format of the "Appointment of Proxy Document" (authorization letter) will be accepted; other formats will not be considered valid.** Upon receiving the "Appointment of Proxy Document," the **Owners' Corporation Office** will issue a **"Receipt of Proxy Appointment Document"** to the unit owner who granted authorization. If you have already submitted the "Appointment of Proxy Document" but have not yet received the receipt, please contact the **management office at 2491-7234 before 15:00 PM on March 15, 2025**, for verification.

**豪景花園業主立案法團業主周年大會
就法團會議委任代表的文書**

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 2025 年 3 月 15 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：_____

2025 年 3 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 2025 年 3 月 13 日下午 3 時正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 2025 年 3 月 15 日下午 3 時前致電 2491-7234 向管理處職員查詢。

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

Date : _____ March, 2025

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 15th March, 2025 *(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 3:00 p.m. on 13th March, 2025.
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 Customer Service Office of Hongkong Garden at 2491-7234 on or before 3:00 p.m. on 15th March, 2025.

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 2025 年 3 月 15 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，可與屋苑管理處聯絡 (電話：2491-7234)。

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 15th March, 2025. (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: 2491-7234).