



# 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.hkgarden.hk](http://www.hkgarden.hk)

**【若閣下為租客，煩請立即將此文件轉交業主】**

## 特別業主大會通知

茲通知各業主，本人收到不少於5%業主簽名，要求召開特別業主大會，本人遂按建築物管理條例規定，定於下列時間、地點召開上述會議，並議決下列事項。

日期：2016年5月25日(星期三)

時間：下午7時正(下午6時30分開始登記入場)

地點：豪景花園C、D、E網球場

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. 議決(1) — 撤換豪景花園業主立案法團管理委員會；
4. 議決(2) — 委任管理委員會委員；
5. 議決(3) — 委任管理委員會主席一名；
6. 議決(4) — 委任管理委員會秘書一名；
7. 議決(5) — 委任管理委員會司庫一名；
8. 其他事項；
9. 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份證明文件以供核實身份。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2016年5月23日晚上7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)，並交回位於豪景花園第14座地下之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」概不接納。業主立案法團辦事處於收到「委任代表的文書」後，會向授權單位業主發出「確認收到委任代表文書的收據」，如已遞交「委任代表的文書」而仍未收到「確認收到委任代表文書的收據」，請於2016年5月25日晚上7時前致電業主立案法團辦事處查詢。



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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 2016 年 5 月 25 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  
第七屆管理委員會主席  
羅裕權

2016 年 4 月 23 日

附件：委任代表的文書



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[ Please immediately forward this document to the flat owner, if you are a tenant ]

Date: 23 April, 2016

To: All Owners of Hong Kong Garden

## Extra-Ordinary General Meeting

### AGENDA

I received request for convening an owners' meeting of not less than 5% of the shares in aggregate. As stipulated by Building Management Ordinance, I hereby convene an Extra-Ordinary General Meeting and resolve the following item:

Date : 25 May, 2016 (Wednesday)  
Time : 7:00 p.m. (Registration will be started at 6:30 p.m.)  
Venue : Tennis Courts C,D,E, Hong Kong Garden

#### Agenda Items:-

- 1 Announcement of commencing the meeting.
- 2 Reporting on the quorum of the Extra-Ordinary General Meeting.
- 3 Resolution(1) – Replace the members of the Management Committee;
- 4 Resolution(2) – Election of the members of the Management Committee;
- 5 Resolution(3) – Election of the position of Chairman of the Management Committee;
- 6 Resolution(4) – Election of the position of Secretary of the Management Committee;
- 7 Resolution(5) – Election of the position of Treasurer of the Management Committee;
- 8 Other Items;
- 9 End of the Meeting.

- Attention: Matters not listed in the above agenda should 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 23 May, 2016) to The Incorporated Owners of Hongkong Garden Office at G/F, Block 14, Hong Kong Garden. Owners may also drop the proxy into the suggestion box at the lobby of your block. 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 25 May, 2016.

All owners of Hong Kong 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 25 May, 2016, 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 7<sup>th</sup> Management Committee  
The Incorporated Owners of Hongkong Garden

Encls.: Instrument of Proxy

**豪景花園業主立案法團特別業主大會  
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 2016 年 5 月 25 日舉行的豪景花園業主立案法團特別業主大會\*【及任何延  
會】並代表本人 / 我們投票。

業主簽署：\_\_\_\_\_

2016 年 \_\_\_\_\_ 5 \_\_\_\_\_ 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 2016 年 5 月 23 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 2016 年 5 月 25 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**  
**Extra-Ordinary General Meeting**  
**Instrument of Proxy for Meetings of Corporation**

Date : \_\_\_\_\_ May, 2016

I / We \_\_\_\_\_ (name(s) of owner(s), being the owner(s) of Flat \_\_\_\_\_,  
Floor \_\_\_\_\_, Block \_\_\_\_\_, Hong Kong 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 Extra-Ordinary General Meeting of the Incorporated Owners of Hong  
Kong Garden held on 25 May, 2016 \*(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 Hong Kong Garden Office, or drop into the Incorporated Owners' letter box at the lobby at or before 7:00 p.m. on 23 May, 2016.
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 25 May, 2016.

## 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 2016 年 5 月 25 日舉行的豪景花園業主立案法團 (法團)特別業主大會及任何延會 (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 25 May, 2016 (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).