



# 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 第 11 屆業主立案法團會議通知

茲通知全體業主，按照法例規定，2026 年的豪景花園業主周年大會將於下列時間及地點舉行：

日期：2026 年 6 月 13 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：豪景花園 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. 豪景花園業主立案法團第 11 屆管理委員會工作報告；
4. 省覽 2024 年度管理公司營運帳目及業主立案法團帳目核數報告；
5. 會議結束。

\* 如待至下午 4 時正仍未達至法定出席人數，會議將作流會處理，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。

敬請各位履行業主責任，盡可能親身參與業主大會，共同參與屋苑管理事務。如有查詢，請於辦公時間致電 2491 -7234 與客戶服務部聯絡。



豪景花園業主立案法團  
管理委員會主席 曾兆華  
2026 年 5 月 29 日

附件一： 就法團會議委任代表的文書



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## 備註事項：

1. 如因天文台懸掛八號或以上颱風訊號、極端情況、黑色暴雨警告訊號或其他不可預料之情況而導致會議未能安全進行，是次會議將予取消；
2. 會議將於達到法定人數後正式開始。法定人數為全體業主人數之 10%，包括親身出席或由授權代表出席之業主。如於 2026 年 6 月 13 日下午 4 時正仍未達法定人數，會議將作流會處理；
3. 業主及獲授權代表須攜同有效身份證明文件，以供核實身份；
4. 本文件之中、英文版本如有任何歧義，概以中文版本為準。

## 業主在委任代表時的注意事項

1. 業主應盡可能親身出席會議及投票；
2. 如未能出席會議，應委派可信任的人士代表出席會議及投票：
  - a. 請注意你的投票權的重要性及盡可能親自行使投票權；
  - b. 你應仔細考慮代表的委任，並應只委任可信賴的人士為委任代表，以確保委任代表會以你的最佳利益行事；
3. 委派代表時，應立即在「委任代表的文書」（授權書）上，填上委派代表及後備代表的姓名（如不委派後備代表，將有關空格刪除）及會議日期；切勿簽署空白的「委任代表的文書」（授權書）交予別人使用；
4. 若業主為註冊公司，亦必須填寫此授權書及蓋上公司印章：如業主是法人團體，則須（即使其章程另有規定）蓋上其印章或圖章並由獲該法人團體就此而授權的人簽署；
5. 根據《建築物管理條例》（第 344 章）規定，會議法定人數須為全體業主人數之 10%。如業主授權他人代為出席會議，或註冊業主為法人團體（即以公司名義持有物業），必須於會議舉行時間不少於 48 小時前，即 2026 年 6 月 11 日下午 3 時正或之前，填妥附件一指定格式之「委任代表的文書」（授權書），並交回業主立案法團辦事處或投入所屬座數之業主立案法團信箱內；
6. 除指定格式外，其他格式之「委任代表的文書」概不接納。業主立案法團辦事處於收到有效之「委任代表的文書」（授權書）後，將向有關業主發出「認收委任代表文書收據」。如已遞交「委任代表的文書」（授權書）但仍未收到有關收據，請於 2026 年 6 月 13 日下午 3 時正前致電 2491-7234 與管理處聯絡。



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

29 May 2026

To : All Owners of the Hongkong Garden

## **Annual General Meeting of The Incorporated Owners of Hongkong Garden**

### **Notice of the 11th Incorporated Owners Meeting**

Notice is hereby given that, in accordance with the statutory requirements, the 2026 Annual General Meeting of The Incorporated Owners of Hongkong Garden will be held at the following date, time and venue:

Date: Saturday, 13 June 2026

Time: 3:00 p.m. (Registration starts at 2:30 p.m.)

Venue: Open Area outside Car Park A, Hongkong Garden

### **AGENDA**

1. Announcement of the commencement of the meeting;
2. Briefing on the quorum requirements for the AGM;
3. Presentation of the work report of the 11th Management Committee of The Incorporated Owners of Hongkong Garden;
4. Review of the audited management company operational accounts and the audited accounts of The Incorporated Owners of Hongkong Garden for the year 2024;
5. Adjournment of the meeting.

\* *If a quorum is not present by 4:00 p.m., the meeting shall be adjourned and reconvened within 45 days.*

\* *Matters outside the agenda will not be discussed.*

All owners are encouraged to fulfil their responsibilities by attending the AGM and participating in the management affairs of the estate. For enquiries, please contact the Customer Service Department at 2491-7234 during office hours.

Yours faithfully,

**TSANG Siu Wah, Philip**

Chairman of the Management Committee

The Incorporated Owners of Hongkong Garden

### **Appendix I: Instrument of Proxy for Meetings of Corporation**



# 豪景花園業主立案法團

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## Remarks:

1. In the event of Typhoon Signal No. 8 or above, Extreme Conditions, Black Rainstorm Warning Signal, or other unforeseen circumstances which may affect public safety, the meeting will be cancelled accordingly;
2. The meeting will commence once the required quorum is present (being at least 10% of the total number of owners attending either in person or by proxy). If the required quorum is not present by 4:00 p.m. on 13 June 2026, the meeting shall be adjourned;
3. Owners and authorised representatives must present valid identification documents for verification purposes;
4. In the event of any discrepancy between the English and Chinese versions of this notice, the Chinese version shall prevail.

## Points to Note for Owners When Appointing a Proxy

1. **As far as possible, attend the meeting in person and cast vote;**
2. **If you cannot attend the meeting, you should appoint trustworthy person(s) to attend the meeting on their behalf and cast vote:**
  - a. **Please note the importance of your voting right and, where possible, exercise your voting right in person;**
  - b. **You should carefully consider the appointment of a proxy, and should only appoint a trustworthy person as your proxy to ensure that the proxy will act in your best interests;**
3. When appointing proxy, they should fill in the names of the proxy and alternative proxy and the meeting date immediately on the instrument appointing proxy (if there is no appointment of alternative proxy, delete the respective blank space); and must not sign a blank instrument of appointing proxy for others to use;
4. **If Owner is a corporate body, this instrument of proxy must be filled in including company chop:** the instrument appointing proxy has to comply with the form set out in the BMO, and has to be signed by the owner; if the owner is a body corporate, it has to, notwithstanding anything to the contrary in its constitution, be impressed with the seal or chop of the body corporate and signed by a person authorized by the body corporate in that behalf;
5. Pursuant to the Building Management Ordinance (Cap. 344), the quorum for the meeting shall be 10% of the total number of owners. If an owner appoints a proxy to attend the meeting on his/her behalf, or where the registered owner is a corporation, the prescribed form of Instrument of Proxy must be completed and deposited at the office of The Incorporated Owners or placed into the Incorporated Owners' mailbox no later than 3:00 p.m. on 11 June 2026, being at least 48 hours before the meeting;
6. Other forms of proxy instruments will not be accepted. Upon receipt of the completed proxy instrument, an acknowledgement receipt will be issued by the office of The Incorporated Owners. Owners who have submitted the proxy instrument but have not received the acknowledgement receipt should contact the Management Office at 2491-7234 before 3:00 p.m. on 13 June 2026.

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」注意事項

**業主應盡可能親身出席會議及投票**

1. 業主應盡可能親身出席會議及投票。

**業主在委任代表時的注意事項**

2. 請注意你的投票權的重要性及盡可能親自行使投票權。
3. 你應仔細考慮代表的委任，並應只委任可信賴的人士為委任代表，以確保委任代表會以你的最佳利益行事。

**收集個人資料目的說明**

**收集資料的目的**

4. 本文書供你（業主）用作委任代表，代為出席業主立案法團（法團）業主大會／業主周年大會及任何延會（如適用）。代表你出席會議的人士會組成會議的法定人數，並代表你在會上投票。
5. 法團管理委員會（管委會）主席及／或秘書（及提供協助的公契經理人／物業管理公司（物管公司））或會跟進你和你的委任代表在本文書內所提供的個人資料，並會在有需要時與你及／或你的委任代表聯絡，以決定你所作出的委任是否有效。
6. 你、委任代表、管委會主席及／或秘書（及提供協助的公契經理人／物管公司）、《建築物管理條例》（第 344 章）下的主管當局及獲授權人員亦可為處理任何與委任代表文書是否有效的相關事宜的目的而查閱本文書（以及其任何副本）。

**取得委任代表的同意**

7. 你應取得你委任的代表就使用他／她於本表格提供的個人資料的同意，並向其提供本說明，以告知收集其個人資料的目的。

**資料轉交的對象**

8. 法團和其管委會可能會為上文第 3 段所述的目的而向本建築物的其他業主披露你和你的委任代表在本文書內所提供的個人資料。

**查閱個人資料**

9. 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，你和你的委任代表有權查閱和改正個人資料。你和你的委任代表查閱資料的權利，包括索取你和你的委任代表在本文書所提供的個人資料的副本。

**查詢**

10. 任何關於本文書所收集的個人資料的查詢，包括要求查閱和改正資料，應與管委會秘書聯絡（電話號碼：24917234（由豪景花園管理有限公司接聽））。

民政事務總署熱線：2835-2500；

廉政公署熱線：2526-6366；競爭事務委員會熱線：3462-2118

如本「注意事項」的中文版本與英文版本有不一致之處，以中文版本為準。

**NOTES on the “Instrument of Proxy for Meetings of Corporation” / “Authorization Notice of the Natural Person for General Meeting of a Corporation “- The Incorporated Owners of Hongkong Garden**

**As far as possible, attend the meeting in person and cast vote**

1. **As far as possible, attend the meeting in person and cast vote;**

**Points to Note for Owners When Appointing a Proxy**

2. **Please note the importance of your voting right and exercise such right in person as far as possible.**
3. **You should give careful consideration to the appointment of proxy and should only appoint a person whom you trust with a view to ensuring that the proxy would act in your best interests.**

**Statement of Purposes in respect of Collection of Personal Data**

**Purpose of Collection**

4. This instrument is to be used by you to appoint a proxy to attend the Owners' meeting of this building held on 13 June, 2026. (and any adjournment thereof). Your proxy will form the quorum and vote on your behalf at the meeting.
5. The chairman and/or secretary of the management committee (MC) of the I.O. (and the Deed of Mutual Covenant (DMC) manager/property management company (PMC) providing assistance) may follow up on the personal data you / the authorized natural person provide in this instrument and, if necessary, will contact you / the authorized natural person for the purpose of verifying the validity of the appointment of your proxy.
6. You, the proxy appointed, / the authorized natural person, the chairman and/or secretary of the MC (and the DMC manager/PMC providing assistance), the Authority and an authorized officer under the Building Management Ordinance (Cap. 344) may inspect the instrument (and any copy of it) for the purpose of dealing with any matters relating to the validity of the proxy instrument / authorization notice.

**Consent of your Proxy**

7. 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**

8. The I.O. and its MC may disclose the personal data you, the proxy appointed / the authorized natural person provided in this instrument to other owners of this building for the purpose set out in paragraph 3 above.

**Access to Personal Data**

9. You, the proxy appointed / the authorized natural person 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). The right of access includes the right to obtain a copy of the personal data provided by you, the proxy appointed / the authorized natural person in this instrument.

**Enquiries**

10. 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).

*Home Affairs Department Hotline: 2835-2500;*

*ICAC Hotline: 2526-6366; COMPETITION COMMISSION Hotline: 3462-2118*

*If there is any inconsistency between the Chinese version and the English version of this NOTES, the Chinese version shall prevail.*

**就法團會議委任代表的文書**  
**豪景花園業主立案法團-業主周年大會**

本人／我們 ..... (業主姓名)，為.....  
(建築物地址及單位)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 2026 年 6 月 13 日舉行的豪景花園業主立案法團的業主周年大會\*[及任何延會]並代表本人／我們投票。

.....年.....月.....日

業主簽署:.....

\*刪去不適用者

(若業主為註冊公司，亦必須填寫此授權書及蓋上公司印章)

1. 業主應盡可能親身出席會議及投票；
2. 如未能出席會議，應委派可信任的人士代表其出席會議及投票；委派代表時，應立即在委任代表文書（授權書）上，填上委派代表及後備代表的姓名（如不委派後備代表，將有關空格刪除）及會議日期；切勿簽署空白的委任代表文書（授權書）交予別人使用；
3. 若業主為註冊公司，亦必須填寫此委任代表文書（授權書）及蓋上公司印章；如業主是法人團體，則須（即使其章程另有規定）蓋上其印章或圖章並由獲該法人團體就此而授權的人簽署；
4. 此委任代表文書（授權書）必須於 2026 年 6 月 11 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。
5. 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 2026 年 6 月 13 日下午 3 時正前致電 2491-7234 向管理處職員查詢；
6. 此委任代表文書（授權書）乃按香港法例第 344 章<<建築物管理條例>>的指定格式及程序執行，不得擅自更改表格內容，否則即視為無效；
7. 如本「就法團會議委任代表的文書」的中文版本與英文版本有不一致之處，以中文版本為準。

**Instrument of Proxy for Meetings of Corporation**

**Annual General Meeting of The Incorporated Owners of Hongkong Garden**

I/We, ..... (name(s) of owner(s)), being the owner(s) of  
..... (unit and address of building),  
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, to be held on the 13 day of June, 2026 \*[and at any adjournment thereof].

Dated this ..... day of ..... Owner's Signature: .....  
(If Owner is a corporate body, this instrument of proxy must  
be filled in including company chop)

\* Delete where inapplicable

1. **As far as possible, attend the meeting in person and cast vote;**
2. If you cannot attend the meeting, you should appoint trustworthy person(s) to attend the meeting on their behalf and cast vote; when appointing proxy, you should fill in the names of the proxy and alternative proxy and the meeting date immediately on the instrument appointing proxy (if there is no appointment of alternative proxy, delete the respective blank space); and must not sign a blank instrument of appointing proxy for others to use;
3. **If Owner is a corporate body, this instrument of proxy must be filled in including company chop:** the instrument appointing proxy has to comply with the form set out in the BMO, and has to be signed by the Owner; if the Owner is a body corporate, it has to, notwithstanding anything to the contrary in its constitution, be impressed with the seal or chop of the body corporate and signed by a person authorized by the body corporate in that behalf;
4. **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 15:00 on 11 June, 2026.**
5. 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 15:00 on 13 June, 2026.
6. This instrument of proxy is required to be executed in accordance with the prescribed format and procedures under the Building Management Ordinance (Cap. 344 of the Laws of Hong Kong). No alteration to the content of the form is permitted; otherwise, it shall be deemed invalid.
7. If there is any inconsistency between the Chinese version and the English version of this Instrument of Proxy, the Chinese version shall prevail.