



28 October 2015

Dear Voting Mediator Member,

**NOTICE OF THE  
ANNUAL GENERAL MEETING 2015**

Notice is hereby given that the Annual General Meeting (“AGM”) of the Hong Kong Mediation Centre (“HKMC”) will be held on 22 November 2015 (Sunday) at 2:30pm at the Room 408-409, 4/F., Fortress Tower, 250 King’s Road, North Point, Hong Kong.

**AGENDA**

1. Confirmation of the Minutes of the AGM held on 24 October 2014;
2. President’s Report for the Year 2014-2015;
3. Financial Report for the Year 2014-2015;
4. Appointment of the Auditor for the Year 2015-2016;
5. Report on Retirement of Council Members for the Year 2014-2015;
6. Election of Council Member for the Year 2015-2016#;
7. Any other business#.

**# Please Note:**

- Please refer to <https://sites.google.com/site/sitehkmc2015election/> for the details of Open Nomination for Election of Council Member for the Year 2015-2016.
- Polling time will start after the presentation of all candidates running for the election (AGM agenda item 6).
- Only Voting Mediator Members shall be eligible to attend and vote at the AGM. Voting Mediator Members means those Ordinary Mediator Members (Panel Members) who are permanent residents of Hong Kong Special Administrative Region having paid and discharged the Admission Fee and all outstanding Annual Membership Fees due and payable, and are on the Register of Mediator Members of HKMC.
- All proposals for discussion under the “Any other business” of the AGM agenda should be submitted in writing to the Secretary General by email (admin@mediationcentre.org.hk) or fax (2866 1299) for the President’s approval on or before 13 November 2015. No further proposal(s) will be accepted for discussion in the coming AGM on 22 November 2015 but such proposals will be considered and, if it thinks fit, be accepted for discussion in the next general meeting.

To join the AGM on 22 November 2015, please register by completing the attached Reply Slip and return to the HKMC Secretariat by mail (21/F., Success Commercial Building, 245-251 Hennessy Road, Wan Chai, Hong Kong), or by fax (2866 1299) or by completing the registration form via following link **on or before 13 November 2015.**

[https://docs.google.com/forms/d/1cC2\\_Fp5yNGrfnbTZy9QIKuAssNI5T\\_peQddz5L\\_2rBU/viewform?c=0&w=1](https://docs.google.com/forms/d/1cC2_Fp5yNGrfnbTZy9QIKuAssNI5T_peQddz5L_2rBU/viewform?c=0&w=1)

Thank you for your support and participation.

Yours Sincerely,

By order of the Council

**Francis LAW**  
**President**  
**Hong Kong Mediation Centre**



香港和解中心  
Hong Kong Mediation Centre

## INVITATION

### ANNUAL GENERAL MEETING 2015

Hong Kong Mediation Centre  
is delighted to invite all Voting Mediator Members to the:

# Annual General Meeting

22 November 2015

at

Room 408-409, 4/F., Fortress Tower,  
250 King's Road, North Point, Hong Kong

2:30pm – 6:00pm

This is the event for you to vote and witness the growth of the HKMC

Please confirm your attendance by returning the reply slip below to the HKMC Secretariat by mail (21/F., Success Commercial Building, 245-251 Hennessy Road, Wan Chai, Hong Kong) or by fax (2866 1299) **on or before 13 November 2015**.

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### REPLY SLIP

HKMC AGM 2015 (22 November 2015)

I understand the voting requirement and confirm that I am eligible to vote. I will be able to attend the Annual General Meeting on 22 November 2015.

English Name: \_\_\_\_\_ Membership No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_