



2 November 2016

Dear Voting Mediator Member,

**NOTICE OF THE
ANNUAL GENERAL MEETING 2016**

Notice is hereby given that the Annual General Meeting (“AGM”) of the Hong Kong Mediation Centre (“HKMC”) will be held on 25 November 2016 (Friday) at 7:00pm 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 22 November 2015;
2. President’s Report for the Year 2015-2016;
3. Financial Report for the Year 2015-2016;
4. Appointment of the Auditor for the Year 2016-2017;
5. Report on Retirement of Council Members for the Year 2015-2016;
6. Election of Council Members for the Year 2016-2017[#];
7. Any other business[#].

Please Note:

- Please refer to <https://sites.google.com/site/hkmc2016election/> for the details of Open Nomination for Election of Council Members for the Year 2016-2017.
- Polling will start after the presentations 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 17 November 2016. No further proposal(s) will be accepted for discussion in the coming AGM on 25 November 2016 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 25 November 2016, 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), fax (2866 1299) or by completing the registration form via following link **on or before 17 November 2016**:

https://docs.google.com/forms/d/e/1FAIpQLSfEvQbVSDMOi3zLHjuV_DRleE9X_hNH9Y3jmN3hmNzMNZ_uXQ/viewform?usp=send_form

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 2016

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

Annual General Meeting

25 November 2016

at

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

7:00pm – 10:30pm

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 17 November 2016.**

REPLY SLIP

HKMC AGM 2016 (25 November 2016)

I understand the voting requirement and confirm that I am eligible to vote. I will be able to attend the Annual General Meeting on 25 November 2016.

English Name: _____ Membership No.: _____

Signature: _____ Date: _____

地址: 香港灣仔軒尼詩道 245-251 號守時商業大廈21樓

Address: 21/F, Success Commercial Building, 245-251 Hennessy Road, Wan Chai, Hong Kong

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