



7 October 2013

To all Voting Mediator Members of HKMC

Dear Member,

NOTICE OF THE ANNUAL GENERAL MEETING 2013

Notice is hereby given that Annual General Meeting (“AGM”) of the Hong Kong Mediation Centre will be held on Friday, 1 November 2013 at 7:00 pm in the Classroom 5, Room 408-409, Fortress Tower, 250 King’s Road, North Point, Hong Kong.

AGENDA

1. Confirmation of the Minutes of the AGM held on 30 August 2012;
2. President’s Report for the Year 2012-2013;
3. Financial Report for the Year 2011-2012;
4. Appointment of the Auditor for the Year 2013-2014;
5. Special Resolutions on the Alterations of Memorandum & Articles of Association (please see attachment);
6. Report on Retirement of Council Members for the Year 2012-2013;
7. Open Nomination* and Election of Council Members for the Year 2013-2014;
8. Any other business*.

***Please Note:**

- Please refer to <https://sites.google.com/site/hkmc2013election/> for the details of Open Nomination.
- All proposals for discussion under the “Any other business” item of the AGM agenda should be submitted in writing to the Secretary General by email (admin@mediationcentre.org.hk) or by fax (2866 1299) to reach the Secretary General for the President’s approval on or before 5:00 pm on 23 October 2013. Save as mentioned, no further proposals will be accepted for discussion in the coming AGM on 1 November 2013 but such proposals will be considered and, if thought fit, be accepted for discussion in the next general meeting.

To join the AGM on 1 November 2013, please register by completing the attached Reply Slip and return to the HKMC Secretariat by mail, by fax (2866 1299) or complete the registration form via following link **on or before 23 October 2013.**

<https://docs.google.com/forms/d/18uK6RAhvJlgINMHxLrmHXcUGP-10RYfr6ssKNZwTJj0/viewform>

Thank you for your support and participation.

Yours Sincerely,

By order of the Council

Jango CHAN
President of the HKMC



INVITATION

ANNUAL GENERAL MEETING 2013

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

Annual General Meeting

Friday 1 November 2013

at

Room 408-9, 4/F, Fortress Tower, 250 King's Road,
North Point, Hong Kong

7:00pm – 9:00pm

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

^Please Note:

Only Mediator Members who are permanent residents of Hong Kong Special Administrative Region having paid and discharged the Admission Fee and all outstanding Annual Membership Fees shall be eligible to vote at the meeting.

Please confirm your attendance by the latest on **Wednesday 23 October 2013**.

REPLY SLIP

HKMC AGM 2013 (1 November 2013)

I understand the voting requirement and confirm that I am eligible to vote. I will be able to attend the Annual General Meeting on Friday 1 November 2013.

English Name: _____ Membership No: _____

Signature: _____ Date: _____