



香港和解中心 Hong Kong Mediation Centre

Dear Member,

NOTICE OF THE ANNUAL GENERAL MEETING 2012

Notice is hereby given that Annual General Meeting (“AGM”) of the Hong Kong Mediation Centre will be held on Thursday, 30 August 2012 at 7:00 pm in the Function Room, 1/F, HKPC Building, 78 Tat Chee Avenue, Kowloon, Hong Kong.

AGENDA

1. Confirmation of the Minutes of the AGM held on 7 November 2011;
2. President’s Report for the Year 2011/2012;
3. Financial Report for the Year 2010/2011;
4. Appointment of the Auditor for the Year Session of 2012 – 13;
5. Report on Retirement of Council Members for the session 2011 – 12;
6. Open Nomination* and Election of Council Members for the session 2012 – 13;
7. Any other business*.

**Please Note:*

- Please refer to <https://sites.google.com/site/hkmclection> 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 Assistant Secretary General by email (admin@mediationcentre.org.hk) or by fax (2866 1299) to reach the Assistant Secretary General for the President’s approval on or before 5:00 pm on 21 August 2012. Save as mentioned, no further proposals will be accepted for discussion in the coming AGM on 30 August 2012 but such proposals will be considered and, if thought fit, be accepted for discussion in the next general meeting.

To join the AGM on 30 August 2012, please register by completing the attached Reply Slip and return to the Centre’s Secretarial Office by mail or by fax **on or before 21 August 2012**. Or you can confirm your attendance by online registration at <https://docs.google.com/spreadsheets/viewform?fromEmail=true&formkey=dEYyTkI1aG5ZMUY5M2FsN1haNzMwelE6MQ>.

Thank you for your support and participation.

Yours Sincerely,
By order of the Council

Jango CHAN
President of the HKMC



香港和解中心
Hong Kong Mediation Centre

INVITATION

ANNUAL GENERAL MEETING 2012

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

Annual General Meeting

Thursday 30 August 2012

at

Function Room, 1/F, HKPC Building, 78 Tat Chee Avenue,
Kowloon, Hong Kong

7:00pm – 9:00pm

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

^Please Note:

Only Voting 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 **Tuesday 21 August 2012**.

REPLY SLIP

HKMC AGM 2012 (30 August 2012)

I understand the voting requirement and confirm that I am eligible to vote. I will be able to attend the Annual General Meeting on Thursday 30 August 2012.

Name: _____ Membership No: _____

Signature: _____ Date: _____