

# THE HONG KONG CHARTERED GOVERNANCE INSTITUTE

2021 Annual General Meeting  
Wednesday, 15 December 2021



## Proxy Form

I, \_\_\_\_\_ (full name in BLOCK LETTERS)  
of \_\_\_\_\_ (address)  
being a Member of the Institute, hereby appoint the Chairman of the Meeting<sup>2,3,4</sup> or  
\_\_\_\_\_ (full name) of \_\_\_\_\_  
\_\_\_\_\_ (address) as my proxy  
to attend and vote for me on my behalf at the Annual General Meeting of the Institute (the 'AGM'  
or 'Meeting') to be held on **Wednesday, 15 December 2021 at 6.30pm** and at any adjournment  
thereof.

Resolutions	For <sup>6</sup>	Against <sup>6</sup>
(1) To receive and adopt the Council's Report for the year ended 30 June 2021		
(2) To receive and adopt the Independent Auditor's Report and Audited Consolidated Financial Statements for the year ended 30 June 2021		
(3) To re-appoint BDO Limited as Auditor of the Institute and authorise the Council to fix the Auditor's remuneration		
(4) To elect Council members <sup>7</sup>	N/A <sup>7</sup>	N/A <sup>7</sup>

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

Signature: \_\_\_\_\_ Membership No.: \_\_\_\_\_

Contact No.: \_\_\_\_\_

## Notes:

1. In this Proxy Form, The Hong Kong Chartered Governance Institute is referred to as the 'Institute'.
2. If any proxy other than the Chairman of the Meeting is appointed, please insert in BLOCK LETTERS the full name and address of the proxy appointed and delete the words 'the Chairman of the Meeting or'. If no name is inserted, the Chairman of the Meeting will act as your proxy.
3. Where a proxy (other than the Chairman of the Meeting) is appointed, such Member is deemed to give consent to his/her proxy to use the Member's login details to access the online platform to participate and vote at the AGM. Neither the Institute nor its agents assume any obligation or liability whatsoever in connection with the use of the login details for voting or otherwise.
4. A proxy need not be a Member of the Institute. For health and safety reasons, Institute Members are encouraged to exercise their right to vote at the AGM by appointing the Chairman of the Meeting as their proxy. In any event, the Member has the option to attend the AGM and to vote via the online platform.
5. Any alteration made to this Proxy Form should be initialled by the Member signing the form.
6. **Important: Please indicate with a cross (X) in the appropriate box beside each of the resolutions how you wish the proxy to vote on your behalf. If none of the boxes is completed, your proxy will be entitled to cast votes at his/her discretion.**
7. The election of Council members shall be conducted by a postal ballot in accordance with Article 56 of the Institute's Articles of Association. Please refer to note (x) in the Notice of the 2021 AGM for detailed information regarding the proposed resolution (4).
8. Any member whose subscription remains outstanding on Monday, 13 December 2021 shall not be entitled to vote.
9. To be valid, the **original completed and signed Proxy Form must be delivered to the Institute at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong, no later than 6.30pm on Monday, 13 December 2021**, pursuant to Article 47 of the Institute's Articles of Association.

## Statement on Collection of Personal Data

- (i) The supply of your personal data to the Institute is on a voluntary basis and such data will be used for processing your instructions as stated in this Proxy Form.
- (ii) The information provided by you herein may be made available to the related companies or associates, group or sister associations, agents, contractors, business associates or service providers of the Institute or other professional bodies or government bodies or regulators, as may be necessary for the above purpose.
- (iii) Apart from the purpose stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.
- (iv) Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email at [privacyofficer@hkcg.org.hk](mailto:privacyofficer@hkcg.org.hk).