



Hong Kong Institute of Legal Translation Limited
香港法律翻譯學會有限公司

16/F., Jonsim Place, 228 Queen's Road East, Wanchai, Hong Kong

Notice of the 6th Annual General Meeting
HONG KONG INSTITUTE OF LEGAL TRANSLATION LIMITED
香港法律翻譯學會有限公司

NOTICE IS HEREBY GIVEN THAT the Annual General Meeting of the abovenamed Institute will be held on the following date, and at the following time and place namely:-

Date: 16 January 2016 (Saturday)

Time: 2:30 p.m.

Place: Room C0720, University Campus, Open University of Hong Kong

for the following purposes:-

1. To receive and consider the Report of the Council Chairman.
2. To receive and consider the Report of the Honorary Treasurer (Auditor's Report attached).
3. To appoint Auditor for the year 2016-2017.
4. To re-elect Council Members for the year 2016-2017 (Nomination Form attached).
5. Presentation of Membership Certificates.
6. To consider any other business.

All Members are invited to attend the meeting and are welcome to participate in the event. Pursuant to Articles 37-38, every Ordinary Member and Fellow shall have one vote and may vote personally or by proxy in the manner as prescribed by Articles 39-44. Reply form and Proxy form are attached hereof for the purpose.

All eligible members are cordially invited to nominate candidates to stand for election for the posts of Council Members. Self-nomination is permissible. Nomination form is attached hereof for the purpose.

Dated this 14th day of December, 2015.

By order of the Council

POON Wai Yee
Chairman

Encl. : Reply Form, Nomination Form, Proxy Form and Auditor's Report.

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REPLY FORM

I will I will not / attend the above AGM (**select as appropriate*)

Name:	
Membership No.:	
Tel:	Email:
Signature:	Date:

Note:

For helping the AGM a successful occasion, please complete the form and send it to the Institute of P.O. Box 33893, Sheung Wan Post Office before 1 January 2016.

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PROXY FORM

I, _____ (Membership No. _____), being a
Voting Member of the Hong Kong Institute of Legal Translation Limited, hereby appoint

the President or

_____ of _____ as my
proxy for me and on behalf at the Annual General Meeting of the Institute to be held on the
16th January 2016 and at any adjournment thereof.

Dated this _____ day of _____.

Signature: _____

Notes:

(a) A member entitled to attend and vote at the Annual General Meeting convened by the above notice is entitled to appoint one proxy to attend and vote in his stead in accordance with the Institute's Articles of Association. A proxy need not to be a member of the Institute.

(b) All proxy forms shall be deposited at the Institute of P.O. Box 33893, Sheung Wan Post Office not less than 48 hours before the time appointed for holding the meeting.

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NOMINATION FORM

Nomination for the Council Member

	Nominee	Proposer
Name:		
Signature:		
Date:		

Notes:

(a) Only eligible Voting Members (i.e. Fellows and Ordinary Members) of the Institute will be entitled to act as Proposer and to be nominated as candidate for election. Self-nomination is permissible, and should that be the case, the Proposer and Nominee will be the same Voting Member.

(b) Nominations shall be delivered to Institute of P.O. Box 33893, Sheung Wan Post Office. For administrative efficiency, may the nominee/proposer arrange the nomination for reaching the Institute before 1 January, 2016.