

**THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES**

**2018 Annual General Meeting  
Thursday, 13 December 2018**

**Proxy Form**

I, \_\_\_\_\_ (full name in BLOCK LETTERS)  
of \_\_\_\_\_ (address)  
being a member of the Institute, hereby appoint the Chairman of the Meeting<sup>1,2</sup> or  
\_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ as my proxy to attend  
and vote for me on my behalf at the Annual General Meeting of the Institute to be held on  
**Thursday, 13 December 2018 at 6.30 pm** and at any adjournment thereof.

Resolutions	For <sup>3</sup>	Against <sup>3</sup>
(1) To receive and adopt the Council's Report for the year ended 30 June 2018		
(2) To receive and adopt the Independent Auditor's Report and Audited Consolidated Financial Statements for the year ended 30 June 2018		
(3) To re-appoint BDO Limited as Auditor of the Institute and authorise the Council to fix the Auditor's remuneration		

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2018.

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

Notes:

1. 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.
2. **Any alteration made to this proxy form should be initialled by the member signing the form.**
3. **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 neither of the boxes is completed, your proxy will be entitled to cast votes at his/her discretion or to abstain from voting.**
4. A proxy need not be a member of the Institute.
5. Any member whose subscription remains outstanding on Tuesday, 11 December 2018 shall not be entitled to vote.
6. To be valid, this proxy form must be duly completed, signed and delivered to the Institute at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong, **no later than 6.30 pm on Tuesday, 11 December 2018**, 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 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 to us at [privacyofficer@hkics.org.hk](mailto:privacyofficer@hkics.org.hk).