



11th August 2023

Notification of the Chartered Institute of Logistics and Transport in Hong Kong (CILTHK)

Dear Members,

ANNUAL GENERAL MEETING 2023

NOTICE IS HEREBY GIVEN that the Annual General Meeting (AGM) 2023 of the Chartered Institute of Logistics and Transport in Hong Kong will be held on Thursday, 7th September 2023 at 19:00 hours in Function Rooms, 2/F, The Harbourview, 4 Harbour Road, Wanchai, Hong Kong.

AGENDA

1. Welcome address of the President of CILTHK
2. To receive and adopt the minutes of the Annual General Meeting 2022 held on 2nd September 2022
3. To receive and adopt the 2022/2023 Annual Report of the Council
4. To receive and adopt the Financial Report for the year ending 31st December 2022
5. To re-appoint Ronald H.T. Lee & Co. as the Honorary Auditor to audit the account for the financial year ending 31st December 2023
6. To present awards and certificates
7. To consider any other business

For smooth operation, please strictly observe all related provisions as detailed in Appendix I when attending the AGM.

At the conclusion of the Annual General Meeting 2023, a buffet dinner will be served for members and their guests at the same venue (Function Rooms, 2/F, The Harbourview, 4 Harbour Road, Wanchai, Hong Kong). Please refer to the attached reply slip (Appendix II) for details on the charge for the dinner. A location map of The Harbourview is enclosed.

Those members and guests who would like to join the buffet dinner are required to return the enclosed reply slip (Appendix II) on or before 31st August 2023. Reservations will only be confirmed upon payment received.

BY ORDER OF THE COUNCIL

[original signed]

Joseph CF Tsui, FCILT
Hon. Secretary

Notes:-

1. Notice of the AGM have been sent to members through email and have also been posted on CILTHK website;
2. Other meeting materials including the Annual Report 2022/2023 and the Financial Report 2022 can be downloaded through MEMBER LOGIN on the CILTHK website at Member Area\Member Download\CILTHK AGM after 25th August 2023;
3. A Member of the Institute is entitled to appoint another person as his/her proxy to attend, speak and/or vote on behalf of him/her at the AGM by completing the Proxy Form as per Appendix III.
<https://www.cilt.org.hk/en-us/Event/Doc.aspx?id=301>
4. Please contact CILTHK office for any assistance on the access of the Institute website.

Special arrangements for the AGM

Prior on-line registration or By Proxy

Members who wish to attend the AGM in person may register their interest by providing their full name, membership number, contact telephone number and email address to CILTHK at info@cilt.org.hk on or before the deadline i.e., Tuesday, 5th September 2023 at 18:00 hours.

For those who wish to cast their votes by proxy, they should complete and submit the Proxy Form as per Appendix III on or before the deadline.

All registrations for attendance in person and submissions of proxy form shall reach CILTHK office on or before the deadline.

Notification

Members who have completed will be notified by email on or before Wednesday, 6th September 2023.

No impairment of right by proxy

Institute Members are reminded that physical attendance to the AGM is not a must for exercising their rights. They can opt for appointing the Chairperson of the AGM to act on behalf of them for casting votes by way of proxy. But they should submit their proxy forms on or before the deadline.

Time control of the AGM

The AGM proceedings will focus on the proposed resolutions which are required casting votes by members. In order to ensure efficiency of the AGM, if questions/enquiries from members that could not be handled at the meeting, they will be responded accordingly after the AGM as and when necessary.

No external food or drink at the meeting venue

No external food or outside drink will be allowed at the AGM venue.

Discipline at the meeting venue

- Hotel staff at the AGM venue will assist in crowd control and queue management at the entrance of the AGM venue to facilitate the venue entry of individuals.
- Due to the limited seating of the venue, attendees will be assigned seats at the AGM venue.
- For those who fail to observe the instructions given by hotel staff or CILTHK office staff at the meeting venue, they will not be allowed to enter the meeting venue or will be expelled from the meeting venue.

Inclement Weather

In case of inclement weather is encountered, the following arrangements for the CILTHK AGM will be executed.

- If Typhoon Signal No. 8 or above, or Black Rainstorm Warning Signal is hoisted or issued but is lowered before 16:00 hours on Thursday, 7th September 2023, the CILTHK AGM 2023 will be held as per scheduled; or
- If Typhoon Signal No. 8 or above, or Black Rainstorm Warning Signal is hoisted or issued at 16:00 hours or the Hong Kong Observatory has issued special announcement to give advance notice that Typhoon Signal No. 8 or above, or Black Rainstorm Warning Signal is expected to be hoisted during the time period from 16:00 hours to 19:00 hours on Thursday 7th September 2023, the CILTHK AGM 2023 will be rearranged at the same venue at 19:00 hours on Thursday, 14th September 2023.

If the AGM is required to be deferred to Thursday 14th September 2023 due to inclement weather, all proposed motions set out in the Notice of the CILTHK AGM 2023 will remain unchanged.

All forms of proxy deposited to the Institute for the purposes of the CILTHK AGM 2023 will remain valid at the AGM on the fallback date of Thursday, 14th September 2023.

If the CILT AGM 2023 will also be cancelled on Thursday, 14th September 2023 due to inclement weather, the Institute will announce a new date on the CILT AGM 2023 in due course.

To: Honorary Secretary
The Chartered Institute of Logistics and Transport in Hong Kong
7/F., Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong
(Fax: +852 2866 6118 / Email: info@cilt.org.hk)

AGM 2023 / Buffet Dinner Reply Slip
7th September 2023, Thursday

I, _____ Shall attend ☐ AGM at 7:00 pm
(In Block Letter) ☐ Buffet dinner after AGM

Membership No.:	Signature:
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Name of guests: (please use supplementary sheet if necessary)	

Payment (By cheque or FPS)		
	Price x (No. of Person)	Amount
CILTHK member	@HK\$700 x ()	HK\$
CILTHK Student Member(s)	@HK\$300 x ()	HK\$
Guest(s)	@HK\$750 x ()	HK\$
<input type="checkbox"/> FPS Payment (Please refer below for more information)		
<input type="checkbox"/> Cheque No.:	Total Amount:	HK\$

Remarks:

1. Buffet dinner price is HK\$700/750 per person (CILTHK member/Guest) and HK\$300 per person (CILTHK Student Member) include orange juice, soft drink, coffee and tea. Your reservation will only be confirmed upon payment of a crossed cheque payable to "CILTHK" mailed to CILTHK Office OR by FPS to Bank of East Asia A/C No. 015-248-68-00410-0 "CILTHK" (Please send your transfer record include member full name, membership no.to CILTHK Office by email)
2. Limited number of seats are available for the buffet dinner, reservation will be on first-come first-served basis.
3. Proper attire should be worn and no carparking is available at AGM venue.

Location Map of The Harbourview



Venue: The Harbourview

Function Rooms, 2/F
4 Harbour Road, Wanchai, Hong Kong
(Exit A5, Wanchai Station, MTR Island Line)

Date: 7th September 2023 (Thursday)

Time: 7:00pm (AGM)
8:15pm (Buffet Dinner)

**The Chartered Institute of Logistics and Transport in Hong Kong
("CILTHK")
Annual General Meeting 2023
Proxy Form**

Pursuant to Section 596 of the Companies Ordinance (Cap. 622, Laws of Hong Kong), a member of CILTHK is entitled to appoint another person (whether a member or not) as a proxy to exercise all or any of the member's rights to attend and to speak and vote at a general meeting of CILTHK.

This proxy form is for use in connection with the Annual General Meeting to be held on Thursday 7th September 2023 and any adjournment thereof. If you wish to appoint a proxy, please complete this form and return it to CILTHK by e-mail, by fax or by post before the deadline, i.e., 5th September 2023, 18:00 hours:

Email: info@cilt.org.hk Fax: (852) 2866-6118
Post: CILTHK, 7/F Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong
(Please mark "CILTHK AGM 2023" on the envelope)

MEMBER'S FULL NAME	
MEMBER'S GRADE Pls tick the appropriate box	<input type="checkbox"/> FCILT <input type="checkbox"/> CMILT
MEMBERSHIP NUMBER	

Should CILTHK need to contact you to verify your voting intentions and/or audit the voting process please provide the following contact details:

MEMBER'S EMAIL ADDRESS	
MEMBER'S TELEPHONE	

APPOINTMENT

I hereby appoint:

Full name of proxy	
Address of proxy	

as my proxy to vote for me on my behalf at the Annual General Meeting of CILTHK to be held on Thursday 7th September 2023 and at any adjournment thereof. If no proxy is named above or a proxy is named but such proxy fails to attend, the Chairperson of the AGM shall be my proxy to vote on my behalf.

MEMBER'S SIGNATURE	
DATE	

Proxies must be received by CILTHK not later than 18:00 hours on 5th September 2023 (Tuesday). Unless otherwise instructed the proxy will vote or abstain as he or she thinks fit.