



18th August 2021

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

Dear Members,

ANNUAL GENERAL MEETING 2021

NOTICE IS HEREBY GIVEN that the Annual General Meeting (AGM) 2021 of the Chartered Institute of Logistics and Transport in Hong Kong will be held on Thursday, 9th September 2021 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 2020 held on 17th September 2020
3. To receive and adopt the 2020/2021 Annual Report of the Council
4. To receive and adopt the Financial Report for the year ending 31st December 2020
5. To re-appoint Ronald H.T. Lee & Co. as the Honorary Auditor to audit the account for the financial year ending 31st December 2021
6. To consider and pass a special resolution on certification fee for additional tier of Organisation Membership with effect from 1st October 2021 (Appendix III)
7. To present awards and certificates
8. To consider any other business

In accordance with Prevention and Control of Disease (Prohibition on Group Gathering) Regulation (Cap. 599G) (the Regulation), please strictly observe all related provisions of the Regulation as detailed in Appendix I when attending the AGM.

BY ORDER OF THE COUNCIL

[original signed]

Joseph CF Tsui, FCILT
Hon. Secretary

Notes:-

1. All meeting materials on the AGM have been sent to members through email and have also been posted on CILTHK website;
2. All meeting materials including the Annual Report 2020/2021 and the Financial Report 2020 can be downloaded through MEMBER LOGIN on the CILTHK website at Member Area\Member Download\CILTHK AGM.
3. An Institute Member of the Institute is entitled to appoint another Institute Member as his/her proxy to attend, express view and vote on behalf of him/her at the AGM by completing the Proxy Form as per Appendix II

Please contact CILTHK office for any assistance on the access of the Institute website.

Special arrangements for the AGM

Seat limitation for attending the AGM in person

By order of the Council, only a maximum of 120 members is allowed for attending the AGM in person for compliance with the requirements of the Regulation (Cap. 599G). The Institute reserves the right to change the number of maximum attendance and the seating arrangement at any time in response to directives given by the Government of HKSAR from time to time. Only members with completed on-line registration and allotment of seat confirmed by CILTHK office will be admitted to attend the AGM in person.

Prior on-line registration or By Proxy

Members who wish to attend the AGM in person must 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.

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

All registrations for attendance in person and submissions of proxy form shall reach CILTHK office on or before **Monday, 6th September 2021, 18:00 hours**.

Rule of allotment of seat

Only members with duly completed registration as confirmed by CILTHK office are allowed for attending the AGM in person. If more than 120 registrations from members are received, the seats will be allotted on first-come, first-served basis.

Notification

Members who have completed registration and have been allotted a seat for attending the AGM in person will be notified by email on or before Monday, 6th September 2021. Notification will also be sent to those members who cannot secure the right for attending the AGM in person.

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 Chairman 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 i.e., **Monday, 6th September 2021 at 18:00 hours**.

Time control of the AGM

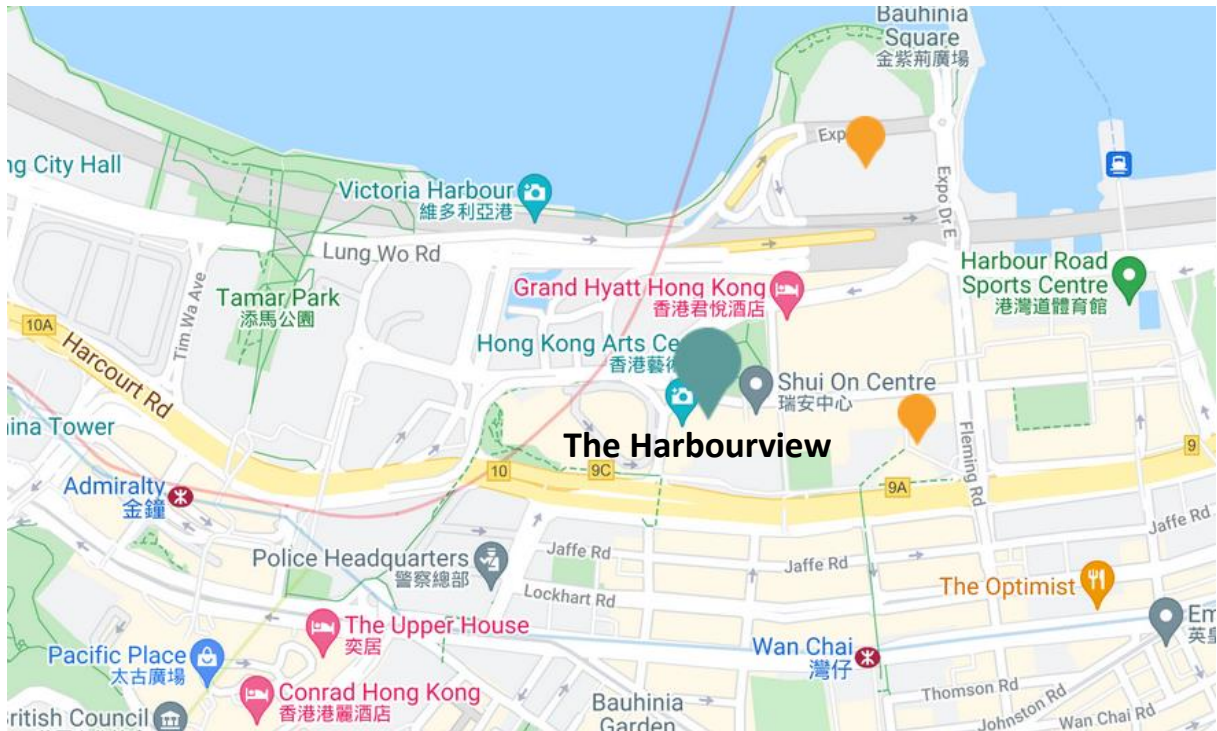
The AGM proceedings will focus on the proposed resolutions which are required casting votes by members. In order to shorten the time period of the AGM for avoiding possible cross-infection among attendees, if questions/enquiries from members that could not be handled at the meeting, they will be responded accordingly after the AGM as and when necessary.

No food or drink at the meeting venue

No food or 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 separate attendees and to conduct temperature check of individuals. All participants are required to scan the "LeaveHomeSafe" venue QR code or register their names, contact telephone numbers and the dates and time of their visits in writing on a slip before they are allowed to enter the AGM venue.
- Attendees are required to wear a surgical face mask throughout the AGM.
- To ensure appropriate social distancing and to facilitate contact tracing, 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.



Venue: The Harbourview

Function Rooms, 2/F

4 Harbour Road, Wanchai, Hong Kong

(Exit A5, Wanchai Station, MTR Island Line)

Date: 9th September 2021 (Thursday)

Time: 7:00pm

**The Chartered Institute of Logistics and Transport in Hong Kong
("CILTHK")
Annual General Meeting 2021
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 9th September 2021 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., 6th September 2021, 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 2021" 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 9th September 2021 and at any adjournment thereof. If no proxy is named above or a proxy is named but such proxy fails to attend, the Chairman 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 6th September 2021 (Monday). Unless otherwise instructed the proxy will vote or abstain as he or she thinks fit.

The Chartered Institute of Logistics & Transport in Hong Kong

SPECIAL RESOLUTION TO BE PASSED AT THE ANNUAL GENERAL MEETING 2021

- Certification Fee for additional tier of Organisation Membership with effect from 1st October 2021

1. The Organisation Membership (OM) was introduced in 2001. Currently, there are thirty-four (34) OMs and most of them are leading companies in the industry in Hong Kong.
2. In an attempt to broaden our coverage of OMs, the Council has agreed the creation of an additional tier (i.e., Silver Tier) of Organisation Member to facilitate the admission of Small-Medium Enterprises (SMEs) as Organisation Members.
3. Details of the proposal are:
 - (i) Gold Tier (OM category) the admission requirements of which are same as the current OM and the annual membership fee will be remained at the existing rate, i.e., HK\$6,800 per year for the time being.
 - (ii) Silver Tier (SMEM category)
 - The SMEM (i.e., Silver Tier) shall be a registered company with:-
 - over one year of operation and with limited liability; and
 - actively involved in
 - air, sea, rail, road, passenger or freight transport; and/or
 - logistics; and/or
 - transport or logistics related services; and/or
 - transport or logistics related research and development organisation.
 - must have
 - a minimum of six (6) full-time employees
 - a minimum paid-up capital of HK\$200,000 or above;
 - Each SMEM will be entitled to have one (1) free membership card, and
 - Current annual membership fee of each SMEM is set at **HK\$4,800 per year** for the time being.
4. Benefits of the proposal:
 - Facilitate more companies in the industry to join CILTHK as Organisation Members,
 - help expanding individual membership through reaching to SMEMs,
 - Increase the influence and representative of CILTHK in the transport and logistics industry, and
 - Increase the influence of CILTHK to the Government.

For the OMs and SMEMs, joining CILTHK would have the benefits of:

- expanding the business networking locally as well as internationally,
- assisting the development of employees through Continuous Professional Development as well as participating in activities organised by the CILTHK,
- upkeeping knowledge and innovative development in the transport and logistics field,
- assisting in reflecting views from the industry on concerns and issues to relevant parties as appropriate,
- increasing power for negotiation with stakeholders such as the Government for the benefits of the industry as a whole, as well as

- enjoying benefits of having free CILT membership card for grooming their employees.
5. Members are requested to consider the approval of the Certification Fee for the Silver Tier of Organisation Member at HK\$4,800 per year.

The Chartered Institute of Logistics and Transport in Hong Kong
August 2021