

6th August 2025

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

Dear members,

ANNUAL GENERAL MEETING 2025

NOTICE IS HEREBY GIVEN that the Annual General Meeting (AGM) 2025 of the Chartered Institute of Logistics and Transport in Hong Kong will be held on Monday, 1st September 2025 at 19:00 hours in CESSOM, 12/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong.

AGENDA

1. Welcome address of the President of CILTHK
2. To receive and adopt the minutes of the Annual General Meeting 2024 held on 2nd September 2024
3. To receive and adopt the 2024/2025 Annual Report of the Council
4. To receive and adopt the Audit Report for the year ending 31st December 2024
5. To re-appoint Fan, Chan & Co. Limited C.P.A as the Honorary Auditor to audit the account for the financial year ending 31st December 2025
6. To present awards and certificates (if any)
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 AGM 2025, a Chinese cuisine dinner will be served for members and their guests at the same venue (CESSOM, 12/F, Customs Headquarters Building, 222 Java Road, North Point, Hong Kong). Please refer to the attached reply slip (Appendix II) for details on the charge for the dinner. A location map of the Customs Headquarters Building is enclosed.

Members and guests who are interested in attending the Chinese cuisine dinner should submit the enclosed reply slip (Appendix II) by 23rd August 2025. Reservations are on a first-come first-served basis and can only be confirmed once payment is received.

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 2024/2025 and the Financial Report 2024 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 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.

For assistance with accessing the Institute website, please contact the CILTHK office.

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., **Thursday, 28th August 2025 at 18:00 hours (HK Time)**.

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 it will be notified by email on or before Friday, 29th August 2025.

No impairment of right by proxy

Institute Members do not need to attend the AGM in person to exercise their rights. They may appoint the Chairperson as their proxy for voting, provided they submit proxy forms by the deadline.

Time control of the AGM

The AGM proceedings will address the proposed resolutions that require members to cast votes. To maintain the efficiency of the AGM, any questions or enquiries from members that cannot be addressed during the meeting will be responded to after the AGM as appropriate.

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

- Restaurant 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 venue's limited seating, attendees will be assigned seats at the AGM venue.
- For those who fail to observe the instructions given by restaurant 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.

Arrangements under Inclement Weather

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

- If Typhoon Signal No. 8 or above, Black Rainstorm Warning Signal or Extreme Conditions Signal is hoisted or issued but is lowered before 16:00 hours on Monday, 1st September 2025, the CILTHK AGM 2025 will be held as per the schedule; or
- If Typhoon Signal No. 8 or above, Black Rainstorm Warning Signal or Extreme Conditions 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, Black Rainstorm Warning Signal or Extreme Conditions Signal is expected to be hoisted during the time from 16:00 hours to 19:00 hours on Monday, 1st September 2025, the CILTHK AGM 2025 will be rearranged at the same venue at 19:00 hours on Monday, 8th September 2025.

If the AGM is required to be deferred to Monday, 8th September 2025 due to inclement weather, all proposed motions set out in the Notice of the CILTHK AGM 2025 will remain unchanged.

All forms of proxy deposited to the Institute for the purposes of the CILTHK AGM 2025 will remain valid at the AGM on the fallback date of Monday, 8th September 2025.

If the CILT AGM 2025 is cancelled due to inclement weather on Monday, 8th September 2025, a new date will be announced by the Institute no later than **30th September 2025**.



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 2025 / Chinese Cuisine Dinner Reply Slip
1st September 2025, Monday

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

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

Payment (By FPS is preferable)		
	Price x (No. of Person)	Amount
CILTHK Member	@HK\$500 x ()	HK\$
CILTHK Student Member(s)	@HK\$250 x ()	HK\$
Guest(s)	@HK\$600 x ()	HK\$
<input type="checkbox"/> FPS Payment (Please refer below for more information)		
	Total Amount:	HK\$

Remarks:

1. Chinese cuisine dinner price is HK\$500/600 per person (CILTHK Member/Guest) and HK\$250 per person (CILTHK Student Member). Your reservation will only be confirmed upon payment by **CILTHK FPS ID [113357842]** (Please send your transfer record including member's full name, membership no. to CILTHK Office by email).



2. A limited number of seats are available for the Chinese cuisine dinner; reservation will be on a first-come first-served basis.
3. Proper attire should be worn, and a public car park is available at K. Wah Centre or Harbour North Phase 2.

Location Map of Customs Headquarters Building



Venue: Customs Headquarters Building

CESSOM, 12/F

222 Java Road, North Point, Hong Kong

(Exit A1, North Point Station, MTR Island Line)

Date: 1st September 2025 (Monday)

Time: 7:00pm (AGM)

8:15pm (Chinese Cuisine Dinner)



The Chartered
Institute of Logistics
and Transport

Appendix III

The Chartered Institute of Logistics and Transport in Hong Kong ("CILTHK") Annual General Meeting 2025 - 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 Monday, 1st September 2025 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., 28th August 2025, 1800 hours (HK Time):

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 2025" 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 Monday, 1st September 2025 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 (HK Time) hours on 28th August 2025 (Thursday). Unless otherwise instructed, the proxy will vote or abstain as he or she thinks fit.