

THE FOOTBALL ASSOCIATION OF HONG KONG, CHINA LIMITED
中 國 香 港 足 球 總 會 有 限 公 司

Circular No.: 011/25 - CC

6 February 2025

ANNUAL GENERAL MEETING 2025

1. REGISTRATION OF REPRESENTATIVES

- a. All members are permitted to register with **no more than four (4) representatives** to attend the Annual General Meeting 2025 **on or before 12:00 noon, 28 February 2025 (Friday)**. Registrations must be made on the reply form attached hereto. The representatives, with names in English and Chinese as well as HKID card numbers, must be clearly listed in order of priority. Please place the duly completed reply form into an envelope which should then be sealed and marked with **"AGM 2025 - Confidential"** and received by the HKFA General Secretary Office no later than the time stipulated above. Only **two (2)** representatives from each member are allowed to attend the meeting, according to the priority listed by their respective clubs. The names of the representatives cannot be altered or withdrawn after the aforementioned deadline.
- b. The Annual General Meeting 2025 will commence at **6:30 pm. on 20 March 2025 (Thursday) at the Golden Lilies Banquet Hall, 14/F, MegaBox, 38 Wang Chiu Road, Kowloon Bay, Kowloon.** Thus, the registration will begin at **5:30 pm. one hour before the meeting commences.** All members should note that registration will be closed as soon as the President announces the commencement of the meeting. Thereafter, latecomer(s) will not be permitted to enter the meeting hall.
- c. Each representative should present his/her Hong Kong Identity Card for registration. After the registration, each representative will be issued an AGM identity card and code number. He/She must wear the identity card throughout the meeting. Re-admission to the meeting hall is allowed only upon presentation of the identity card.
- d. Please note that each voting member is entitled to have **one (1) vote** only, while non-voting members have no rights to vote.
- e. Non-voting members will classify as observers during the meeting.

2. SEATING ARRANGEMENT

- a. Representatives shall take up their seats according to the official seating plan.
- b. Representatives are requested to remain in their seats during the meeting, except when it is their turn to cast their votes.

3. METHOD AND PROCEDURE OF VOTING – FOR VOTING MEMBERS ONLY (IF REQUIRED)

- a. Each representative will, in order and as directed, proceed to the checking table before collecting his/her ballot sheet from the table. He/She will then proceed to the partitioned voting booths one after the other, mark the ballot sheet with a ballpoint pen, fold the ballot sheet and then deposit it into the ballot box. After that, he/she will return to his/her seat. Representatives are requested not to show their ballot sheets to any other person at the meeting.
- b. This order will be followed by one club after another.
- c. Subject to their presence at the meeting, the Scrutineers will consist of the following:
 - i. the Association's legal advisor;
 - ii. the Association's auditor;
 - iii. a member of the press to be nominated by the press attending the meeting.
- d. Any representative who makes a mistake in marking the ballot sheet can, before depositing it into the ballot box, present the one with the mistake to the Scrutineer, who will then examine it. If the Scrutineers are satisfied, they will authorize and issue a new ballot sheet to the representative concerned, who will then follow the same voting procedure as mentioned above.
- e. No alteration or withdrawal will be allowed once the ballot sheet is deposited in the ballot box.

4. POST-MEETING DINNER

A post-meeting dinner will be held immediately after the conclusion of the meeting. Each member is permitted to register **two (2) representatives** for the dinner. Please indicate your representatives on the reply form and return to the HKFA General Secretary Office **on or before 12 noon, 28 February 2025 (Friday)**. Late submission may not be entertained.

Notes:

1. A Member of HKFA is entitled to appoint another person as a proxy (代權人) to exercise all or any of the Member's rights to attend and to speak and vote at a general meeting of the HKFA. A proxy (代權人) need not be a Member of the HKFA.
2. A proxy notice (代權人通知書) does not take effect unless it is received by the HKFA: (a) for a general meeting or adjourned general meeting, at least 48 hours before the time appointed for holding the meeting or adjourned meeting; and (b) for a poll taken more than 48 hours after it was demanded, at least 24 hours before the time appointed for taking the poll.
3. A Member's right to appoint a proxy (代權人) under section 596(1) of the New Companies Ordinance as described in Notes 1-2 above is separate and independent of the usual procedure for Members to nominate authorized representatives (授權代表) to attend general meetings of the HKFA pursuant to Article 16.2 of the Articles of Association. Members remain entitled to nominate authorized representatives (授權代表) to attend general meetings using the "Reply Form" circulated together with this Notice.

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通告編號: 011/25 - CC

2025 年 2 月 6 日

2025 週 年 大 會

1. 註冊會員代表

- a. 所有會員必須在 **2025 年 2 月 28 日 (星期五) 中午 12 時正或之前**，註冊**不超過四名**代表出席本年度之週年大會。註冊時，必須使用隨此通告附上之表格。各代表的中、英文姓名及香港身份證號碼必須以優先次序填寫在表格上。填妥後的表格必須放入信封，並在封面寫上 **"2025 週年大會 - 密件"**，及於上述期限前送抵本會總幹事辦公室。每位會員最多可以安排**兩名代表**出席大會，而出席代表權則根據表格上的優先次序而定。在上述截止日期後，本會將不接受任何有關會員代表的更改或撤換。
- b. 2025 週年大會將於 **2025 年 3 月 20 日 (星期四) 下午 6 時 30 分在九龍灣宏照道 38 號 MegaBox 14 樓百樂金宴宴會廳**舉行。**會員登記手續將於大會開始前一小時，即下午 5 時 30 分開始**。請注意，當會長宣佈大會開始後，本會將停止會員登記手續。此後，遲到者將不得進入會場。
- c. 每位會員代表均須出示香港身份證以辦理登記手續。成功登記後，每位會員代表將獲發一張大會身份證明咭，並須在大會期間配戴。會員代表亦必須出示此咭進出會場。
- d. 請注意，每位有表決權的會員只有**一個表決權**，而沒有表決權的會員則沒有表決權。
- e. 大會期間，沒有表決權的會員將歸類為觀察員。

2. 會場座位安排

- a. 所有會員代表必須根據本會編排之座位表就坐。
- b. 除投票外，所有會員代表在大會進行期間必須就坐於其座位上。

3. 投票方法及程序 - 只適用於有表決權之會員 (如有需要)

- a. 每位會員代表將依循次序和根據指示到審查代表資格處核對身份，然後到鄰桌領取選票；按照次序逐一進入分隔之投票站內，用原子筆填寫選票；填妥後，將選票對摺並放入投票箱內。每位會員代表在投票後必須返回其座位就坐。會員代表絕不能在大會中將其選票展示予其他人。
- b. 上述程序將由會員之代表一個接一個依序進行。
- c. 驗票人將包括 (但不限於以下)：
 - i. 本會之法律顧問；
 - ii. 本會之核數師；
 - iii. 傳媒代表一位 (由出席週年大會的傳媒自行提名)。
- d. 任何代表若填錯選票，切勿將放入投票箱內，但可將填錯的選票呈交驗票人查核。如驗票人接受其錯誤，該選票將被收回，並授權另發新選票，然後該會員代表可以跟隨 a.項所述之程序，重新投票。
- e. 投票人不可取回或更改已放入投票箱內的選票。

4. 會後晚宴

本會將於大會結束後舉行晚宴，每位會員可登記兩名代表出席。請於隨此通告附上之表格中標示，並於 **2025 年 2 月 28 日 (星期五) 中午 12 時或之前**交回本會總幹事辦公室。遲交者恕不受理。

附註：

1. 中國香港足總會員有權委任另一人為代表 (proxy，於本公告稱為「代權人」)，代表該會員行使其所有或任何以下權利：出席中國香港足總的會員大會，並在會員大會上發言及表決。代權人(proxy)本身無須是中國香港足總的會員。
2. 除非在以下時間之前，代權人通知書 (proxy notice)已送抵中國香港足總，否則該通知書屬無效：(a) (如屬會員大會或經延期的會員大會)舉行該大會的指定時間前的 48 小時；及 (b) (如有人要求投票表決，而投票是在該要求作出後的 48 小時後進行)指定的表決時間前的 24 小時。
3. 根據新公司條例第 596(1)條及上述附註 1-2 會員委任代權人(proxy)的權利乃有別於及獨立於會員根據組織章程細則第 16.2 條提名授權代表(authorised representatives)以出席中國香港足總的會員大會的程序。會員仍然有權以與本公告一併傳閱的“回覆表格”提名授權代表 (authorised representatives)以出席會員大會。