

THE HONG KONG FOOTBALL ASSOCIATION LIMITED

香 港 足 球 總 會 有 限 公 司

Circular No.: 034/21 - VY

5 March 2021

ANNUAL GENERAL MEETING 2021

1. REGISTRATION OF REPRESENTATIVES

- a. All Member Clubs must each register not more than four (4) representatives to attend the Annual General Meeting not later than **12:00 noon on 23 March 2021 (Tue)**. Registrations must be made on the standard form attached hereto. The representatives, with names in English and Chinese as well as HKID card numbers, should be listed in order of priority. Please put the duly completed form into an envelope which should then be sealed and marked with "2021 AGM - Confidential" and received by the Secretariat not later than the time stipulated above. **Please note that no photograph is required to submit this year.** Only **two (2)** representatives from each Member Club can, according to the priority listed by their respective Clubs, attend the Annual General Meeting. [Each club is entitled to have one (1) vote only]. Names of the representatives cannot be altered or withdrawn after the deadline of registration, i.e. 12:00 noon on 23 March 2021 (Tue).
- b. Registration of representatives at the Annual General Meeting will commence at 5:30 p.m. on 30 March 2021 (Tue), exactly one (1) hour before the scheduled time that the Annual General Meeting is due to start. Registration will close as soon as the President announces the beginning of the meeting. Thereafter, no latecomer will be allowed into the Meeting Hall.
- c. Each representative should show his/her Hong Kong Identity Card in registration. After registering at the Annual General Meeting, each representative will be given an identity card with code number on. He/She has to wear this identity card throughout the Meeting. Re-admission to the Meeting Hall is allowed only upon presenting of this identity card.

2. LAYOUT OF SEATING PLAN

- a. Representatives shall take up their seats according to the seating plan prepared.
- b. Representatives are requested to stay in their seats during the Annual General Meeting, except when it is their turn to cast their votes.
- c. All other arrangements of the Meeting Hall as required, including the Head Table, Scrutineers Table, Result Board, Voting Booths, Ballot Box, seats for candidates for the election, etc., will be as shown in the seating plan.

3. METHOD AND PROCEDURE OF VOTING (IF REQUIRED)

- a. Each representative will, according to order and as directed, proceed to the checking table before he/she collects his ballot sheet from the next table. He/She will then proceed to the partitioned voting booths one after the other, mark the ballot sheet with ball pen, fold the ballot sheet and then deposit it into the ballot box. He/She will then return to his/her seat. Representatives are requested not to show their ballot sheets to any other person at the Annual General Meeting.
- b. This order will be followed one Club after the other.
- c. Subject to their presence at the meeting, the Scrutineers are to be composed 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 any mistake in marking the ballot sheet can, before depositing it into the ballot box, produce the one with mistake to the Scrutineer, who will then examine it. If the Scrutineers are satisfied, they will authorise the issuing of a new ballot sheet to the representative concerned, who will then follow the same procedure for voting as mentioned in a. above.
- e. No alternation or withdrawal will be allowed once the ballot sheet is deposited in the ballot box.

4. CONCLUSION

The above special arrangement is adopted to ensure that:

- a. representatives attending the Annual General Meeting are bona fide representatives with their actual identity carefully ascertained;
- b. the organisation of the Meeting Hall is tidy and orderly;
- c. during the Annual General Meeting there is no interference and that the Meeting can be conducted smoothly;
- d. ballot sheets are issued to bona fide representatives;
- e. each representative can cast his own vote confidentially and separately and that the voting will be done in a fair and just manner;
- f. everyone attending the Meeting can have a clear picture of what is going on in the Meeting throughout.

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通告編號: 034/21 - VY

2021 年 3 月 5 日

2021 週年大會

1. 會員代表註冊

- a. 每間會員必須最遲在 **2021 年 3 月 23 日(星期二)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標準表格。各代表之中，英文姓名與及身份證明文件號碼，必須以優先權次序填寫於表格上。**請注意今年無需提交照片**，填妥之表格必須放入密封之信封內，信封面寫上"2021 週年大會 - 密件"，並於上述時限前送抵本會。每間會員最多可以有**兩名**代表出席週年大會，而出席代表權將根據上述優先次序排列 [但每間會員只有一個表決權]。在 2021 年 3 月 23 日(星期二)中午 12 時正登記時限之後，將不可更改或撤換代表名字。
- b. 出席週年大會登記將於 2021 年 3 月 30 日(星期二)下午 5 時 30 分，即大會召開時間一小時前開始。在會長宣佈會議開始的一刻，隨即截止登記。於此之後，遲到與會者將不可進入會議場地。
- c. 每位代表於登記時必須出示香港身份證以核對身份。在登記出席週年大會後，每位代表均會獲發給一張附有編號之大會身份證明咭。代表必須於出席大會期間一直佩帶該身份證明咭。而代表亦要憑該身份證明咭進出會議場地。

2. 座位圖

- a. 代表必須根據預先編排之座位入座。
- b. 除輪次投票外，代表在週年同人大會進行期間必須就座於其座位上。
- c. 會議場地之所有其他如所需安排，包括主席台、審核員座位、選舉結果報告板、投票站、投票箱、候選人座位等，將一如座位圖所示。

3. 投票方法及程序 (如有需要)

- a. 每位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；接著輪次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。投票後代表必須返回其座位就座。代表絕不能在週年大會中將其選票展示予其他人。
- b. 上述程序將由一間會員之代表接連另一間會員之代表進行。
- 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(由出席週年同人大會的傳媒自行提名)。
- d. 任何代表若填錯選票，切勿將選票放入投票箱內，但可將填錯的選票呈交驗票人查核。如驗票人接受其錯誤，則驗票人會收回填錯之選票，並授權另發新選票，然後該代表可以跟以上 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. 總結

採取上述特別安排，用意在於確保：

- a. 出席週年大會之代表均合乎資格及其資格是經過小心確認；
- b. 會議場地安排是整齊和有秩序；
- c. 週年大會進行期間不受干擾、與及會議進行順暢；
- d. 選票是被發給合資格代表；
- e. 每位代表可以保密地單獨投票，以證明投票過程是公平公正；
- f. 每位出席大會者均可以清楚明白整個會議過程。