

Sample Vote Counting Records

(a) Sample Vote Counting Record for the Election of Chairman / Secretary / Treasurer of the Management Committee

_____ [Name of Owners' Corporation]

Owners' Corporation Meeting on _____ [date]

Election of Chairman / Secretary / Treasurer*
of the Management Committee for _____ [year]

Vote Counting Record

| Candidates | Votes obtained (i.e. number of voting shares) |
|----------------------------|-----------------------------------------------|
| |(A) |
| |(B) |
| |(C) |
| |(D) |
| |(E) |
| Total: (A)+(B)+(C)+(D)+(E) |(F) |

| Types of units of the building | I | II | III | IV | V | VI | |
|----------------------------------------------------------------------------------------|---|----|-----|----|---|----|--------|
| Number of voting shares allocated to each type of units.....(a) | | | | | | | Total |
| Number of voting forms issued.....(b) | | | | | | | |
| Number of voting shares carried by voting forms issued(c) = (a) x (b) | | | | | | | Note 1 |
| Number of valid voting forms received(d) | | | | | | | |
| Number of voting shares carried by the valid voting forms received.....(e) = (a) x (d) | | | | | | | Note 2 |

| | | | | | | | |
|-----------------------------------------|--|--|--|--|--|--|--|
| Number of invalid voting forms received | | | | | | | |
|-----------------------------------------|--|--|--|--|--|--|--|

Note 1: The total number of voting shares obtained by all candidates (F) has been checked and found to be not exceeding the total number of voting shares carried by the voting forms issued (c).

Note 2: The total number of voting shares obtained by all candidates (F) has been checked and found to be matching the total number of voting shares carried by valid voting forms received (e).

Note 3: The number of voting shares shall be in the manner provided in the DMC, and if there is no such provision, the number of undivided shares.

The above records and checks are certified as true and correct by:

()
Chairman / Convener
Date: _____

(Witness)
Date: _____

(Witness)
Date: _____

* Delete as appropriate. Use a separate form for the election of Chairman, Secretary or Treasurer.

(b) Sample Vote Counting Record for the Election of Management Committee Members

_____ [Name of Owners' Corporation]

Owners' Corporation Meeting on _____ [date]

Election of Members of the Management Committee for _____ [[year]

Vote Counting Record

| Candidates | Votes obtained (i.e. number of voting shares) | Candidates | Votes obtained (i.e. number of voting shares) |
|------------|--------------------------------------------------|------------|--------------------------------------------------|
| |(A) | |(K) |
| |(B) | |(L) |
| |(C) | |(M) |
| |(D) | |(N) |
| |(E) | |(O) |
| |(F) | |(P) |
| |(G) | |(Q) |
| |(H) | |(R) |
| |(I) | |(S) |
| |(J) | |(T) |

Total voting shares obtained by all candidates [Total of (A) to (T)]: _____.....(U)

| Types of units of the building | I | II | III | IV | V | VI | |
|-----------------------------------------------------------------------------|---|----|-----|----|---|----|---------|
| Number of voting shares allocated to each type of units.....(a) | | | | | | | Total |
| Number of voting forms issued.....(b) | | | | | | | |
| Number of voting shares carried by voting forms issued(c) = (a) x (b) | | | | | | |(d) |

Number of members to be elected: _____.....(e)

Maximum voting shares carried by voting forms issued [(f) = (d) x (e)] : _____^{Note 1}

Number of valid voting forms received: _____

Number of invalid voting forms received: _____

Note 1: The total number of voting shares obtained by all candidates (U) has been checked and found to be not exceeding the maximum voting shares carried by the voting forms issued (f).

Note 2: The number of voting shares shall be in the manner provided in the DMC, and if there is no such provision, the number of undivided shares.

The above records and checks are certified as true and correct by:

()
Chairman / Convener
Date: _____

(Witness)
Date: _____

(Witness)
Date: _____

(c) Sample Vote Counting Record for the Selection of Contractor

_____ [Name of Owners' Corporation]

Owners' Corporation Meeting on _____ [date]

Selection of Contractor for the Provision of _____
[type of goods / service]

Vote Counting Record

| Tenderers | Votes obtained (i.e. number of voting shares) |
|--------------------|--------------------------------------------------|
| |(A) |
| |(B) |
| |(C) |
| Total: (A)+(B)+(C) |(D) |

| Types of units of the building | I | II | III | IV | V | VI | |
|----------------------------------------------------------------------------------------|---|----|-----|----|---|----|--------|
| Number of voting shares allocated to each type of units.....(a) | | | | | | | Total |
| Number of voting forms issued.....(b) | | | | | | | |
| Number of voting shares carried by voting forms issued(c) = (a) x (b) | | | | | | | Note 1 |
| Number of valid voting forms received(d) | | | | | | | |
| Number of voting shares carried by the valid voting forms received.....(e) = (a) x (d) | | | | | | | Note 2 |

| | | | | | | | |
|-----------------------------------------|--|--|--|--|--|--|--|
| Number of invalid voting forms received | | | | | | | |
|-----------------------------------------|--|--|--|--|--|--|--|

Note 1: The total number of voting shares obtained by all tenderers (D) has been checked and found to be not exceeding the total number of voting shares carried by the voting forms issued (c).

Note 2: The total number of voting shares obtained by all tenderers (D) has been checked and found to be matching the total number of voting shares carried by valid voting forms received (e).

Note 3: The number of voting shares shall be in the manner provided in the DMC, and if there is no such provision, the number of undivided shares.

The above records and checks are certified as true and correct by:

()
Chairman / Convener
Date: _____

(Witness)
Date: _____

(Witness)
Date: _____

(d) Sample Vote Counting Record for Individual Agenda Item

_____ [Name of Owners' Corporation]

Owners' Corporation Meeting on _____ [date]

Agenda Item _____ - _____ [motion]

Vote Counting Record

| _____ [motion] | Votes obtained (i.e. number of voting shares) |
|------------------------|--------------------------------------------------|
| For the motion |(A) |
| Against the motion |(B) |
| Total [(C) = (A) +(B)] |(C) |

| Types of units of the building | I | II | III | IV | V | VI | |
|----------------------------------------------------------------------------------------|---|----|-----|----|---|----|--------|
| Number of voting shares allocated to each type of units.....(a) | | | | | | | Total |
| Number of voting forms issued.....(b) | | | | | | | |
| Number of voting shares carried by voting forms issued(c) = (a) x (b) | | | | | | | Note 1 |
| Number of valid voting forms received(d) | | | | | | | |
| Number of voting shares carried by the valid voting forms received.....(e) = (a) x (d) | | | | | | | Note 2 |

| | | | | | | | |
|-----------------------------------------|--|--|--|--|--|--|--|
| Number of invalid voting forms received | | | | | | | |
|-----------------------------------------|--|--|--|--|--|--|--|

Note 1: The total number of voting shares (C) has been checked and found to be not exceeding the total number of voting shares carried by the voting forms issued (c).

Note 2: The total number of voting shares (C) has been checked and found to be matching the total number of voting shares carried by valid voting forms received (e).

Note 3: The number of voting shares shall be in the manner provided in the DMC, and if there is no such provision, the number of undivided shares.

The above records and checks are certified as true and correct by:

()
Chairman / Convener
Date: _____

()
Witness
Date: _____

()
Witness
Date: _____