

# Explanatory Notes on Appointment of Proxy

## Owners' Corporation of XXX Building Explanatory Notes on Appointment of Proxy (Attach to the Instrument of Proxy)

Date, time and venue of the Owners' Corporation (OC)'s meeting: \_\_\_\_\_

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### Important Notes to Owners on Appointment of Proxy

- (a) The voting right is an important right derived from your ownership of the property.
- (b) Your vote will determine
  - the appointment or removal of the Management Committee (MC) members and the Manager who are the key persons in the management of the building; and / or
  - the actions on important building management matters some of which may have significant financial implications and commitment to the owners.
- (c) You are strongly encouraged to **attend the meeting in person** and vote on the resolutions.
- (d) If you cannot attend the meeting, you should only appoint the **person you trust** as your proxy to attend the meeting and vote on your behalf.
- (e) When appointing your proxy, you should immediately fill in the names of the proxy and the alternate proxy (*Note: If you have no alternate proxy, you should cross out the space for alternate proxy*) and the meeting date on the proxy instrument, and **DO NOT give out any blank proxy instrument with your signature on it.**
- (f) You should as far as possible personally lodge the instrument of proxy with the MC Secretary at least 48 hours before the time of the meeting and if you give the instrument to your proxy, remind him / her to do the same. **Avoid giving the instrument of proxy to a third party.**
- (g) Although not a statutory requirement under the Building Management Ordinance, you may consider instructing your proxy on the vote to be cast on each resolution to be passed at the meeting. (Please note this is only an agreement between you and your proxy. The vote actually cast is determined by the proxy and becomes irrevocable once cast and the voting result will stand even if your proxy has not cast the vote according to your instruction. The OC, MC or Manager has no obligation and rights to check or enforce your voting instructions on your behalf). Your voting instructions can be given in a separate sheet as follows:

Resolutions	For	Against	Abstain	Proxy to decide
*Item 1. xxxxx (to be filled in by the MC)	<input type="checkbox"/> **	<input type="checkbox"/> **	<input type="checkbox"/> **	<input type="checkbox"/> **
*Item 2. xxxxx (to be filled in by the MC)	<input type="checkbox"/> **	<input type="checkbox"/> **	<input type="checkbox"/> **	<input type="checkbox"/> **

\*You may wish to note the financial implications on the implementation of the following resolutions:

Item 1: \$ (estimated financial commitment, if any, to be filled in by the MC)

Item 2: \$ (estimated financial commitment, if any, to be filled in by the MC)

\*\*You should clearly indicate your voting instructions by ticking the appropriate boxes.

- (h) You should always watch out for any appointment of proxy under your flat number but without your authorization by checking the list of proxies to be displayed at a prominent location of the meeting place.