

**THE UNIVERSITY OF HONG KONG  
CONVOCATION**

**Extraordinary General Meeting  
19 October 2019**

**IMPORTANT NOTES ON PROXY FORM**

- 1) If you are unable to attend the Extraordinary General Meeting (“EGM”), you may, by a duly completed and signed written instrument, appoint a proxy who shall be a Convocation Member to vote at the EGM on your behalf.
- 2) Proxy Form can be obtained from the Convocation website ([www.convocation.hku.hk](http://www.convocation.hku.hk)) or at the Convocation Secretariat (c/o Hung Hing Ying Building, The University of Hong Kong).
- 3) Proxy appointment is an agreement between the Appointor and the Appointee.
- 4) To ensure the validity and authenticity of the appointment of proxy and to protect the interest of the Appointors and Appointees, the duly signed and completed Proxy Form must be submitted to the Convocation Secretariat **by either the Appointor or the Appointee in person between 11:00 am and 7:00 pm during 8-11 October 2019** (both days inclusive) in the following manner:
  - (i) If the completed Proxy Form is submitted by **an Appointor in person**, he/she shall show his/her valid HKID card (or Passport if HKID card is not available) to the Convocation Secretariat for verification at the date and time mentioned above;
  - (ii) If the completed Proxy Form is submitted by **an Appointee in person**, he/she shall show his/her valid HKID card (or Passport if HKID card is not available) **TOGETHER WITH** a copy of the Appointor’s HKID card (or Passport if HKID card is not available) endorsed with the signature by the Appointor to the Convocation Secretariat for verification at the date and time mentioned above. The copy of the Appointor’s HKID card (or Passport if HKID card is not available) will be returned to the Appointee on the spot after verification.
- 5) If an Appointee would like to submit more than 20 proxy forms in person at a time, please make an appointment with the Convocation Secretariat by emailing to [convocat@hku.hk](mailto:convocat@hku.hk) **at least one day in advance**.
- 6) A Proxy Form is invalid if:
  - (a) it is received late at the Convocation Secretariat, i.e. after 7:00 pm on 11 October 2019;
  - (b) it is torn, defaced or otherwise damaged on receipt by the Convocation Secretariat;
  - (c) it is sent to the Convocation Secretariat by post, fax or email;
  - (d) it does not bear an original signature and is not dated;
  - (e) no initials are made alongside with the amendment; or
  - (f) any part of the form is incomplete or contains inaccurate or unverifiable information.
- 7) Proxy Form, once submitted, is **NOT revocable**.
- 8) **Proxy counter will open at 9:00am** on the day of EGM. Proxy Appointees are advised to arrive early at the venue for written acknowledgment and confirmation of the proxies. The number of ballot forms issued will be based on the number of proxies confirmed by the Appointee in writing.
- 9) The Secretariat shall conduct a sample check of the proxy arrangements and authenticity of proxy by contacting random appointees and/or appointors.
- 10) The records of the Convocation Secretariat shall be conclusive as to the receipt and accuracy of the Proxy Forms.

