



The Hong Kong Air Conditioning and Refrigeration Association Limited
香港空調及冷凍商會有限公司

A Founding Association of HKFEMC

Our Ref : ACRA/KY/2011/CFW003

Date: 4 May 2012

Dear Members,

Annual General Meeting 8 June 2012

Notice is hereby given that the Annual General Meeting (AGM) of The Hong Kong Air Conditioning and Refrigeration Association Limited will be held at Room 1801, Tung Wai Commercial Building, 109-111, Gloucester Road, Wanchai, Hong Kong on 8 June 2012 (Friday) at 4:00pm.

AGENDA

To deal with the following business:

1. Confirmation of the Minutes of AGM 2011 held on 3 June 2011
2. To receive President's Report for 2011 – 2012
3. To receive Chairman's Report for 2011 – 2012
4. To receive Treasurer's Report for Financial Year 2011
5. Election of the Council for the Term 2012-2014
6. To appoint Auditor for Financial Year 2012
7. To appoint Honorary Legal Adviser for the Term 2012-2014
8. Any other Business

By order of the Board of the Council
The Hong Kong Air Conditioning and
Refrigeration Association Limited


C.F. Wu

Secretary 2010 - 2012

Notes:

- (1) All members of ACRA may attend the AGM, only Fellow Members and Ordinary Members are entitled to vote whether in person or by an appointed proxy.
- (2) Council Members elected are appointed for a term of 2 years according to ACRA's M&A. A list of the current Council Members is attached; they shall remain in position until the completion of the AGM for the year 2012.
- (3) Should any member not able to attend the AGM, please consider appointing a proxy. The "Reply Slip", as per the attached, must be completed in full and reach to venue stated here-in-above prior to the time fixed for holding the AGM..



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Reply Slip

To: ACRA (Fax: 2598 0102 / Email: pollymui@acra.org.hk)

Annual General Meeting 8 June 2012

Date : 8 June 2012 (Friday)

Time : 4:00 pm

Venue : Room 1801, Tung Wai Commercial Building,
109-111, Gloucester Road, Wanchai, Hong Kong
香港灣仔告士打道 109-111 號東惠商業大廈 1801 室

Company : _____

Name of Representative : _____

Authorized Signature : _____

Contact Tel : _____ Fax : _____ E-mail : _____

(Note For Appointing a Proxy) :

Please note that the proxy MUST BE completed in full and reach ACRA prior to the meeting.

I shall attend the AGM.

I am unable to attend the AGM, but will appoint a proxy.

(Name of Proxy: _____)

I am unable to attend the AGM..