



香港仲裁師協會
HONG KONG INSTITUTE OF ARBITRATORS

*Patron: The Hon Chief Justice Andrew Cheung
Chief Justice of the Court of Final Appeal*

6 September 2023

Dear Members

Twenty-Sixth Annual General Meeting on 4 October

NOTICE IS HEREBY GIVEN that the Twenty-Sixth Annual General Meeting (“AGM”) of the Hong Kong Institute of Arbitrators will be held **at 6:30 pm on Wednesday 4 October 2023** at Room 308, 3/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong.

AGENDA

1. To receive the President’s Report;
2. To receive the Report of the Council covering the affairs of the Institute in 2022/2023;
3. To adopt the audited accounts and Treasurer’s Report;
4. To elect Council Members;
5. To appoint Auditors and to authorise the Council Members to fix their remuneration; and
6. To transact any other necessary business.*

* If member(s) would like to raise any issues, they may do so by sending a written notice to the Hon. Secretary, Room 308, 3/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong or fax to 2311 0229 not less than seven (7) days before the date of the AGM.

Any member who is willing to join as Council Member, please submit his or her nomination for election to the Hon. Secretary by close of business (6:00 pm) on Wednesday, 13 September 2023. Nomination form must be signed by the proposer, seconder and the nominated member and should be returned to the Hon. Secretary, either by fax to 2311 0229 or sent to Room 308, 3/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong by close of business (6:00 pm) on Wednesday, 13 September 2023. In accordance with Article 44 of the Articles of Association, any nomination received after 6:00 pm on Wednesday 13 September 2022 cannot be considered. In accordance with Article 42 of the Articles of Association, all Council Members must be Fellow Members of the Institute.

In order to assist members in the selection process, all nominations should be accompanied by a brief CV in a form similar to the sample below:

Sample – For Reference Only

“Member John SBS, JP, FHKI Arb, FCI Arb is a solicitor admitted in England and in Hong Kong. He is a partner of ABC & Co. He is an experienced arbitrator in construction related disputes as well as intellectual property related disputes.”

Room 308, 3/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong

香港中環雪廠街 11 號律政中心西座 3 樓 308 室

Tel 電話: (852) 2311 0533 | Fax 傳真: (852) 2311 0229 | Email 電郵: enquiry@hkiarb.org.hk | www.hkiarb.org.hk



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List of candidates for Council members will be posted up in the Institute's website at www.hkiarb.org.hk after 13 September 2023. This list will also be available at the AGM.

Members may attend the AGM in person or by proxies. Pursuant to Article 39, Proxy Forms should be sent by fax to 2311 0229 or by post to the Institute at Room 308, 3/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong not less than 48 hours before the AGM (i.e., at or before 6:30 pm on 2 October 2023).

I look forward to seeing you at the AGM on Wednesday 4 October 2023. It would greatly assist us if you could complete and return the attached Reply Slip so that we will have an idea of the numbers attending.

Your assistance in this matter is appreciated.

Yours sincerely

H.T. WAN
Hon. Secretary

Encl



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REPLY SLIP

Fax to: Hong Kong Institute of Arbitrators

(2311 0229)

Annual General Meeting on Wednesday 4 October 2023 at 6:30pm at Room 308, 3/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong.

I _____ will attend the above meeting.

Signed _____

Date _____

Room 308, 3/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong

香港中環雪廠街 11 號律政中心西座 3 樓 308 室

Tel 電話: (852) 2311 0533 | Fax 傳真: (852) 2311 0229 | Email 電郵: enquiry@hkiarb.org.hk | www.hkiarb.org.hk



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**Nomination Form for Election as Members of Council
at the Twenty-Sixth Annual General Meeting of the
Hong Kong Institute of Arbitrators
on 4 October 2023**

I, _____, being a Fellow/Associate* Member of the Hong Kong Institute of Arbitrators, hereby nominate _____ as Council Member. The nomination is seconded by _____ Fellow/Associate* Member.

Signed

Signed

(
Proposer
Date:

(
Secunder
Date:

2 I, _____, being a Fellow Member of the Hong Kong Institute of Arbitrators, consent to the above nomination and consent to be Council Member, if elected.

Signed

(
Candidate
Date:

** Delete as appropriate*

Please complete the forms, signed by the proposer, secunder and the nominated members and submit to Room 308, 3/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong or fax to 2311 0229 by close of business (6:00 pm) on Wednesday 13 September 2023.



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APPOINTMENT OF PROXY
AGM ON 4 OCTOBER 2023

I, _____, being a Fellow/Associate* Member of the Hong Kong Institute of Arbitrators, hereby appoint _____ as my proxy to attend and vote for me on my behalf at the Annual General Meeting of the Institute to be held on Wednesday 4 October 2023 and at any adjournment thereof.

Signed

Date

** Delete as appropriate*

A proxy need not be a member. Members must lodge their signed proxy forms at Room 308, 3/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong or fax to 2311 0229 not less than 48 hours before the time of the Annual General Meeting (at or before 6:30 pm on Monday 2 October 2023).