

THE HONG KONG PRINCIPALS' INSTITUTE LIMITED

香港校長中心有限公司

(Incorporated in Hong Kong with limited liability)

(the "Institute")

Notice of the 2021 Annual General Meeting

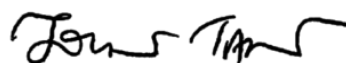
NOTICE IS HEREBY GIVEN THAT the 2021 Annual General Meeting of the Institute will be held on the following date, and at the following time and place namely:-

Date : 16 November 2021 (Tuesday)
Time : 9:00 a.m.
Place : Video conference via Zoom

for the following purposes:-

- a. To adopt the minutes of the 2020 AGM
- b. To receive the report of the Chairman
- c. To adopt the audited financial statements for the year ended 31 August 2021.
- d. To consider the nomination of new Councilors.
- e. To consider the re-election of Councilors.
- f. To re-appoint Auditors and to authorize the Councilors to fix their remuneration.
- g. To consider any other business.

By Order of the Board



TAN Kang John 陳岡
Councilor

Dated : 11 October 2021

Notes:-

A member entitled to attend and vote at the Meeting is entitled to appoint a proxy to attend and on a poll instead of him. A proxy needs not be a member of the Institute.

The instrument appointing a proxy or attorney, if any, under which it is signed, or a notarially certified copy of such power or authority shall be deposited at the registered office of the Institute not less than 48 hours before the time of holding the Meeting.

THE HONG KONG PRINCIPALS' INSTITUTE LIMITED

香港校長中心有限公司

(Incorporated in Hong Kong with limited liability)

(the "Institute")

MINUTES OF THE 2020 ANNUAL GENERAL MEETING OF THE INSTITUTE HELD BY VIDEO CONFERENCING VIA ZOOM ON 19 NOVEMBER 2020 AT 9:00 A.M.:-

Present:

Members: As per the attendance sheets attached.

1. CHAIRMAN

TAN Kang John 陳岡 was elected Chairman of the meeting ("Meeting").

2. QUORUM

It was noted that a quorum was present throughout the Meeting.

3. ADOPTION OF THE MINUTES OF THE 2019 AGM

The Chairman asked that the minutes of the 2019 Annual General Meeting as presented be adopted.

Moved: CHAU Suk Man Eva

Seconded: NG Yim Ting, Alice

The motion was carried.

4. CHAIRMAN'S REPORT

The Chairman proposed that the report be received as presented.

Moved: CHEN Dion

Seconded: CHAU Wai Chu

The motion was carried.

5. AUDITED FINANCIAL STATEMENTS

The Chairman proposed that the audited financial statements be received as presented.

Moved: CHAU Suk Man Eva

Seconded: NG Yim Ting, Alice

IT WAS RESOLVED THAT the audited financial statements of the Institute for the year ended 31 August 2020 together with the Councilors' and Auditor's Reports thereon, now attached to these resolutions, be received and adopted.

6. COUNCILORS

According to Article 68 of the Institute's Articles of Association, all the existing Councilors shall serve two-year terms or such term of less than two years as the Council may by resolution shorten and may succeed themselves for not more than three consecutive terms unless they are disqualified or removed as Councilors as stipulated in Article 67 of the Institute's Articles of Association. The retiring Councilors are being eligible for re-election at the annual general meetings.

- a. **IT WAS NOTED THAT** each of CHAN Yuen Ling 陳婉玲, TAN Kang John 陳岡, CHAN Ka Pik 陳嘉碧, CHAU Wai Chu, Maggie 周維珠, HSU AU Yee Wah, Eva 區懿華 and YEUNG Po Fung 楊寶鳳 will remain in office as Councilors of the Institute until the date of 2021 Annual General Meeting.
- b. **IT WAS NOTED THAT** CHAU Suk Man Eva 周淑敏, CHEN Dion 陳狄安, FUNG Man Yi Wendy 馮敏兒, KWOK Yuk Lin 郭玉蓮, LAU Tit Mui 劉鐵梅, NG Yim Ting, Alice 吳炎婷 and POON Siu Chi 潘紹慈 will retire as Councilors of the Institute with effect from the passing of the resolutions, and be eligible for re-appointment.

IT WAS RESOLVED THAT the aforesaid retirement be accepted.

7. NOMINATION AND APPOINTMENT OF COUNCILORS

It was noted the following persons were being nominated as Councilors of Institute:

CHAU Suk Man Eva 周淑敏
CHEN Dion 陳狄安
FUNG Man Yi Wendy 馮敏兒
KWOK Yuk Lin 郭玉蓮
LAU Tit Mui 劉鐵梅
NG Yim Ting, Alice 吳炎婷
POON Siu Chi 潘紹慈
YEUNG Chor Kit 楊楚傑

IT WAS RESOLVED THAT the aforesaid appointments be approved and each of the above persons be appointed as Councilors of the Institute for a 2-year terms with effect from 19 November 2020 and may succeed themselves in accordance with the articles of association of the Institute.

8. DECLARATION OF INTEREST BY NEW COUNCILORS

Attached to these resolutions are the notices issued from the new Councilors to the Institute specifying the corporations, firms and businesses in whose transaction, arrangement or contracts with the Institute they are to be regarded as being interested for the purpose of Section 536 of the Companies Ordinance. The interests of the Councilors are noted.

9. AUDITORS

IT WAS PROPOSED THAT World Link CPA Limited 華普天健(香港)會計師事務所有限公司 being eligible and offering themselves for re-appointment, be and is hereby appointed as auditors of the Institute to hold office until the conclusion of the next Annual General Meeting or the passing of the written resolutions of the members of the Institute in lieu of the next Annual General Meeting at a fee to be fixed by the Councilors. **IT WAS ALSO RESOLVED THAT** the Councilors are authorized to fix their remuneration.

Moved: CHAU Suk Man Eva
The motion was carried.

Seconded: CHAU Wai Chu

10. A.O.B.

The Chairman gave enormous thanks to the Councilors and the Legal Advisor for their valuable contributions to Hong Kong Principals' Institute and expressed his appreciation to the Principals for their support.

The Chairman also thanked, in particular, Ms. Annie Lam, the spontaneous interpreter of the Annual Conference.

11. END OF MEETING

There being no further business, the Chairman declared the Meeting closed.

TAN Kang John
Chairman