



# Hong Kong Association of Travel Agents

5/F., Skyway House, North Block, 3 Sham Mong Road, Tai Kok Tsui, Kowloon, Hong Kong.

Tel: 2869 8624

Fax: 2525 0986

Website: [www.hata.org.hk](http://www.hata.org.hk)

Email: [manager@hata.org.hk](mailto:manager@hata.org.hk)

4 November 2016

To: All Members,

## NOTICE OF ANNUAL GENERAL MEETING AND LUNCHEON

NOTICE IS HEREBY GIVEN that the 28<sup>th</sup> Annual General Meeting of the Hong Kong Association of Travel Agents Limited will be held at the East Ocean Restaurant (東海酒家), L12, The ONE, 100 Nathan Road, Tsim Sha Tsui, Kowloon, Hong Kong on 6 December 2016 Thursday at 12:00 noon, to transact the following business:

### AGENDA

1. To receive the Chairman's Report for the year 2015/2016;
2. To approve the Honorary Treasurer's Report and the Audited Financial Statements for the year ended 31 March 2016;
3. To elect Executive Committee members;
4. To appoint Auditors;
5. To deal any other business of which due notice has been given.

By order of the Executive Committee

Secretariat

### IMPORTANT NOTES

1. All members must convene a Board Meeting immediately to nominate the person attending the AGM to authorize him/her to act on behalf of your Company at the AGM. (Please note that members who have already filed Board Resolutions with the Secretariat need not re-file)
2. Without the ORIGINAL copy of the Board Resolution, members will NOT be allowed to vote at the AGM. So please be kind enough to make sure your credentials are in order.
3. A sample of the Board Resolution is attached. The original should be typed on COMPANY letterhead and BROUGHT to the AGM. The Board Resolution must be signed by the person who chairs the Board Meeting and chopped with the Company Chop.
4. A proxy form is attached. If your Company is unable to send a representative, you may appoint someone else as your proxy, in which case please complete the proxy form and deposit it together with an original Board Resolution appointing the proxy, at the HATA Secretariat not later than **NOON on Friday, 25 November 2016**. The proxy form must include your Company Seal NOT the Company Chop. (Please note that your proxy must be a full time member of your staff.)
5. Please also note that Honorary Treasurer's Report and the Financial Statements for the year ended 31 March 2016 is posted on the HATA website for your perusal. The website is [www.hata.org.hk](http://www.hata.org.hk) and the Chairman's Annual Report will shortly be circulated to members.



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4 November 2016

To: All Members

## NOTICE OF OPEN FORUM DISCUSSION AFTER AGM

An OPEN FORUM DISCUSSION will follow the 28<sup>th</sup> Annual General Meeting, when members will have a chance to put ideas, suggestions and any problems within the travel industry before the Executive Committee to discuss and try to solve during the forthcoming months.

Members are therefore kindly requested to send in points for discussion to the Secretariat by **NOON on Friday, 25 November 2016**, so that the Chairman may direct the forum and allow any member, who wishes to speak on any subject, sufficient time to do so.

We look forward to welcoming all members to the Annual General Meeting.

Secretariat

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### REPLY SLIP

Hong Kong Association of Travel Agents Ltd. (Tel: 2869-8624 Fax: 2525-0986)

I/We shall /shall not  attend the 28th Annual General Meeting with Open Forum at the East Ocean Restaurant (東海酒家), L12, The ONE, 100 Nathan Road, Tsim Sha Tsui, Kowloon, Hong Kong on 6 December 2016 Tuesday at 12:00 noon.

Name of representative: \_\_\_\_\_

Company: \_\_\_\_\_

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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## 28<sup>th</sup> ANNUAL GENERAL MEETING

Tuesday, 6 December 2016

### NOMINATION FORM

At the 28<sup>th</sup> Annual General Meeting of the Hong Kong Association of Travel Agents Limited to be held at the East Ocean Restaurant (東海酒家), L12, The ONE, 100 Nathan Road, Tsim Sha Tsui, Kowloon, Hong Kong on 6 December 2016 Thursday at 12:00 noon, those members who have been longest in office will retire from the Executive Committee in accordance with Article 47 of the Articles of Association, namely Mr. Edmund Tsang, Ms. Lily Agonoy, Ms. Eliza Ma, Mr. James Liang and Mr. Simon Wo.

Members may re-elect these experienced Committee Members. Further nominations will, of course, be welcomed and should be submitted as indicated below and returned to the Secretariat with the written consent of the nominee.

A vote will be taken at the Annual General Meeting to fill the vacancies in the Executive Committee.

Nominee : \_\_\_\_\_

Proposed by : \_\_\_\_\_  
(name, signature and company chop)

Seconded by : \_\_\_\_\_  
(name, signature and company chop)

All nominations must be received by the Secretariat by **NOON, Friday, 25 November 2016.**

**PROXY FORM**

I/We

\_\_\_\_\_

(name of company)

Of

\_\_\_\_\_

(address of Company)

\_\_\_\_\_

being member of Hong Kong Association of Travel Agents Limited hereby appoint

\_\_\_\_\_

Of

Or failing him/her

\_\_\_\_\_

Of

as our proxy to vote for me/us on my/our behalf at the 28<sup>th</sup> Annual General Meeting of the Hong Kong Association of Travel Agents Limited to be held in the East Ocean Restaurant (東海酒家), L12, The ONE, 100 Nathan Road, Tsim Sha Tsui, Kowloon, Hong Kong on 6 December 2016 Tuesday at 12:00 noon.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2016

  
Company Seal

**(SPECIMEN – TO BE TYPED AND COMPLETED ON COMPANY LETTERHEAD)**

**BOARD RESOLUTION**

**MINUTES OF THE BOARD OF DIRECTORS' MEETING**

**HELD ON**

\_\_\_\_\_

**(date and time)**

**AT**

\_\_\_\_\_

**(address of Company)**

**Present:**

**(Chairman)**

The Chairman convened the meeting at

It was resolved that Mr/Mrs/Ms/Miss

\_\_\_\_\_

be hereby authorized to represent the company in all HATA matters.

The specimen signature of Mr/Mrs/Ms/Miss

is as follows:-

\_\_\_\_\_

There being no other business, the meeting was adjourned.

\_\_\_\_\_

Chairman