



31 May 2017

Dear members,

HKIEIA & HKIEIA Ltd Annual General Meeting on 20 June 2017

On behalf of the Committee, we cordially invite you to attend the Annual General Meeting (AGM) of the Hong Kong Institute of Environmental Impact Assessment (HKIEIA), to be held on **20 June 2016 (Tue)**. Details can be found in the enclosed Notice of AGM.

On the 2016 AGM, members approved the forming of the Hong Kong Institute of Environmental Impact Assessment Limited (HKIEIA Limited). This AGM will also serve as the first AGM for HKIEIA Limited. Our Chairperson and Honorary Treasurer would brief members on the progress, including the formation of the new company and the transfer of funding from HKIEIA to HKIEIA Limited.

One ordinary members of the Committee, Mr Mohamed Hasan Isa, will complete his current service term. There will be one vacancy for ordinary members of the Committee, according to the Institute's Memorandum.

In keeping with our tradition, a dinner reception in Chinese style will be held after the AGM. To encourage participation, the Committee has set the cost of the dinner at a very attractive price of HK\$100 per person.

Please complete and return the following to me, by email at hon.sec.hkieia@gmail.com or by fax at 3465 2899, on or before **12 June 2017 (Mon)**:-

1. **Dinner Reception** - To make reservations for the dinner, you only need to check the appropriate box on the Reply Form in Annex 2. To allow an estimate of attendance in advance and to avoid disappointment, we would urge you to make reservations early, preferably on or before 12 June 2017 (Mon).
2. **Nomination of Committee** – To nominate candidates to stand for election for the vacant posts of the Committee, please complete and return the Election Nomination Form in Annex 3.
3. **Proxy** - If you cannot attend the AGM in person, we urge you to complete and sign the enclosed Proxy Form in Annex 4.

In addition, you are required to provide your Continuous Professional Development (CPD) Records for annual renewal of membership and/or Accredited Monitoring Professional (AMP) status, as required under the Institute's Memorandum. Please fill in the attached CPD log sheet and return to me by email (hon.sec.hkieia@gmail.com). The log will be checked and verified by the Accreditation Panel members.



HONG KONG INSTITUTE
OF ENVIRONMENTAL
IMPACT ASSESSMENT
香港環境影響評估學會

This AGM will provide an excellent opportunity to learn about the Institute's accomplishments over the last year, as well as to meet old friends and network with other practitioners in the industry.

We look forward to seeing you at the AGM.

Jackie Yip
Honorary Secretary



**HONG KONG INSTITUTE OF ENVIRONMENTAL IMPACT ASSESSMENT
HONG KONG INSTITUTE OF ENVIRONMENTAL IMPACT ASSESSMENT LTD**

Notification of Annual General Meeting 2017

NOTICE IS HEREBY GIVEN that an Annual General Meeting (AGM) of the Hong Kong Institute of Environmental Impact Assessment (HKIEIA) and the Hong Kong Institute of Environmental Impact Assessment Limited (HKIEIA Limited) shall be held at **6:30pm on 20 June 2017 (Tuesday) at Forum Room I, Basement 2, Regal Hong Kong Hotel, 88 Yee Wo Street, Causeway Bay, Hong Kong.** The reception will begin at 6:00pm.

Agenda:

1. To confirm the Minutes of the last AGM of HKIEIA held on 5 May 2016
2. To receive and consider the Chairperson's Annual Report for 2016 – 2017
3. To receive and consider the Financial Reports of the Honorary Treasurer for 2016-17
 - i) HKIEIA
 - ii) HKIEIA Limited
4. To elect one Committee Member of the Institute
5. To appoint an Auditor of HKIEIA Limited for 2017 – 2018
6. Any Other Business

A dinner reception will be held after the AGM, and the cost is HK\$100 per person. All members are welcome.

If you would like to nominate candidates to stand for election for the vacant posts of the Committee, please complete the enclosed Election Nomination Form and return it to us, preferably on or before 12 June 2017 (Mon).

By order of the Committee,

Jackie Yip
Honorary Secretary
31 May 2017

(Enquiries should be directed to the Honorary Secretary at hon.sec.hkieia@gmail.com)

Enclosures

- Annex 1 - Draft Minutes of AGM held on 5 May 2016
- Annex 2 - AGM and Annual Dinner Reply Form
- Annex 3 - Election Nomination Form
- Annex 4 - Proxy Form



Annex 1

Hong Kong Institute of Environmental Impact Assessment
Draft Minutes of Annual General Meeting 2016
6:30pm, 5 May 2016, World Trade Centre Club

PRESENT:

Fellows:

Chan, Chung Tak Thomas
Hong, Westwood (P)
Lam, Kin Che
Yeung, Bing Kwan David

Cheung, Freeman
Isa, Mohamed Hasan
Leung, Ho Yin Henry

Cheung, Yun Hing Richard
Lam, Kam Wai Josh
U, Kam Wa Clara

Corporate Members:

Bhanja, Alexi
Chan, Foon Tung Danica
Chau, Tsz Wing Keith
Chui, Ka Fai Calvin (P)
Chua, Manuel
Eisenegger, Mark
Fung, Yiu Wah (P)
Hui, Kwong Yiu (P)
Keung, Man Yin Anthony (P)
Kong, Cheuk Wing Kidman (P)
Lam, Cheung Fai Derek (P)
Lee, Ka Man Karen
Liu, Hon Cheung
Ng, Chun Yue Delton (P)
Ng, Wai Hung Steven (P)
Pang, Yuen Fai Alson
So, Ka Kui Kelvin
Tam, Ching Yee Christine (P)
Tong, Ka Ling Angela (P)
Tso, Shiu Heng Lawrence (P)
Wong, Chi Ming
Wong, Kin Man Raymond
Yan, Kam Ming Ray
Yip, Yin Jackie
Yuen, Wang Cheong (P)
(P) - Proxy

Bhanja Cheung, Suzanne
Chan, Ka Yee Zoe
Cheng, Chi Ming Tony (P)
Chui, Ming Ho (P)
Chung, Andy
Fan, Ka Ho Billy
Gbaguidi, Alex
Hui, Yuk Hung (P)
Ko, Ming Ching Matthew (P)
Kong, Ping (P)
Lam, Chi Chi Chris (P)
Leung, Chun Ting Roy
Ma, Sau Ping
Ng, Huen Henry (P)
Ng, Wan Tin Danny (P)
Poon, Wai Lun (P)
So, Tung Shing (P)
Tam, Kwok Yui Edward
Tsang, Fan Cheong
Wong, Chi Hang Antony
Wong, Chi Wah Steven (P)
Wong, Po Yan Pauline
Yan, Wai Yee Becky
Yu, Pui Shan Clara (P)
Zhang, Jiamin Jessica (P)

Chan, Chi Wah Chris
Chan, WC Matthew (P)
Cheung, Kwok Yu Amy (P)
Chu, Chung Sing
Chung, Yuen Man Anna (P)
Fung, Lai Shan Louisa
Ho, Yuen Han Marlene (P)
Ip, Kin Chor Marcus (P)
Ko, Wai Ying Winnie (P)
Lai, Lai Yu Raymond (P)
Lau, Yiu Cheung Vincent (P)
Leung, Wai Kwong Roger (P)
McMillan, Sharne (P)
Ng, Mong Ling Flora (P)
Ng, Yuen Ching Queenie (P)
Shea, Mark
Stanton, David
Tang, Ming Yu
Tsang, Sai Wing Terence (P)
Wong, Chi Man (P)
Wong, Kin Chung Ken
Wong, Yee Kwong Charles (P)
Yeung, Yuet Sing Manson
Yu, Wing Ki Katie (P)

ITEMS:

1. Minutes of AGM held on 28 May 2015

The minutes of 28 May 2015 were confirmed with one amendment on the attendance.

2. Chairman's Annual Report 2015/16

Ms. Clara U, Acting Chair of the Committee, presented the Annual Report on the activities taken place in 2015/16. The Annual Report was endorsed by members.



3. Treasurer's Report 2015/16

Mr. David Yeung, Honorary Treasurer, presented the financial statement for the year ending 31 March 2016 and the auditor's report prepared by the Honorary Auditor, Louis Lai & Luk Certified Public Accountants. Both were endorsed by the members.

4. Election of Chairman and Committee Members

Ms Clara U was elected Chairperson of the Institute for a term of two years. Prof Lam Kin Che, Mr Freeman Cheung, Mr David Yeung and Mr Henry Leung were elected members of the Committee for a term of three years.

5. Appointment of Auditor for 2016/17

Members agreed on the re-appointment of Louis Lai & Luk Certified Public Accountants as the Institute's Honorary Auditor for Year 2016/17.

6. Any other Business

a) Obtaining Business Registration for HKIEIA

- (i) Ms Clara U briefed members on the proposal to obtain a business registration for the Institute. The Institute was currently only registered under Societies Ordinance, and it was considered that obtaining a business registration could offer greater protection for Committee Members against liabilities of the Institute. Mr David Yeung further explained the requirements for setting up a Public Company Limited Guarantee, as well as the financial implications.
- (ii) Ms Clara U reported that the Committee of 2015/16 had endorsed the recommendation of forming "HKIEIA Ltd". In this connection, she sought members' support and agreement on the following proposals:
 - to proceed with the business registration.
 - to automatically transfer the membership to the HKIEIA Ltd once established.
 - to agree on transferring fund from HKIEIA to HKIEIA Ltd for initial operation.
- (iii) One member asked about the implications regarding profit tax. The Accountant appointed by the Institute to advise on this matter advised that the company to be formed would need to declare all income on a tax return form, while income not subject to tax could be claimed under "non-taxable income".
- (iv) One member asked whether all fee-charging activities to be organised in the future would be subject to tax. The Account advised that, according to the Memorandum, income of the Institute shall be applied solely towards the promotion of the objects of the Institute, and hence could be considered non-taxable income.
- (v) One member asked if sponsorship to the Institute would be subject to tax. The Account advised that, provided that the sponsorship would be spent for promoting the objects of the Institute, in line with the Memorandum, this income could be considered non-taxable.
- (vi) The proposals in (ii) were supported and agreed by members.

b) Others

There being no other business, the meeting adjourned at 7:30pm.

Jackie Yip
Honorary Secretary (2016/17)
20 July 2016



**HONG KONG INSTITUTE OF ENVIRONMENTAL IMPACT ASSESSMENT
HONG KONG INSTITUTE OF ENVIRONMENTAL IMPACT ASSESSMENT LTD**

**Annual General Meeting on 20 June 2017
Reply Form**

Name of Member: _____ Membership No.: _____ Tel. No.: _____

Please indicate if you will attend the following events on **20 June 2017** at **Forum Room I, Basement 2, Regal Hong Kong Hotel, 88 Yee Wo Street, Causeway Bay, Hong Kong.**

YES NO

() () **Annual General Meeting** at 6:30 pm [Reception will start at 6:00 pm]

() () **Dinner** at 8:00pm [@HK\$100 for Member & @HK\$200 for Non-Member].

I enclose a cheque (no. _____) made payable to Hong Kong Institute of Environmental Impact Assessment Limited in the total sum of HK\$_____ for _____ participants.

Special Meal Options

vegetarian dinner (to tick as necessary)



HONG KONG INSTITUTE OF ENVIRONMENTAL IMPACT ASSESSMENT

Nomination for Election of Committee Member at Annual General Meeting on 20 June 2017

I am a **Corporate Member** of the Institute and hereby nominate the following **Corporate Member(s)** for election as **Committee Member(s)**:

Committee Member : _____

I confirm that the above person(s) have accepted to be nominated and have agreed to serve as Committee Member(s) if elected.

Proposer Name & Signature : _____

Date : _____

Note: The following will retire from office in the Committee:-
Mr. Mohamed Hasan Isa Committee Member

The following Members will remain in the Committee:
Ms Clara U (Chairperson), Mr. Freeman Cheung, Mr. David Yeung, Prof. Lam Kin Che, Mr. Henry Leung, Dr. David Gallacher, Mr. Josh Lam, Mr. David Stanton, Mr. Raymond Wong and Dr. Jackie Yip

[Information on the election of Committee Members is available for viewing from the Memorandum at the Institute's official website: <http://hkieia.org.hk/About-the-HKIEIA/The-Memorandum>]

HONG KONG INSTITUTE OF ENVIRONMENTAL IMPACT ASSESSMENT HONG KONG INSTITUTE OF ENVIRONMENTAL IMPACT ASSESSMENT LTD

Proxy Form for Annual General Meeting on 20 June 2017

If members cannot attend the AGM in person, you may sign this Proxy Form and return to us by one of the follow methods:

- 1. By fax to number 3465 2899 by 5pm, 20 June 2017; OR
2. By email to hon.sec.hkieia@gmail.com by 5pm, 20 June 2017, scanned page with signature shown; OR
3. By putting into the "Proxy Collection Box" located at the Reception Counter of the AGM venue.

All proxy forms must reach us using one of the above methods before the commencement of the AGM. Members are advised to submit the form as early as possible to avoid delays.

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I, (), being a Corporate Member of the Hong Kong Institute of Environmental Impact Assessment, hereby appoint fellow Corporate Member () of the Institute as my

_____ (a) General proxy *

_____ (b) Special proxy to*

_____ attend*

_____ vote*

_____ act on my behalf on the following specific matters:*

Signature _____ ()

Date _____

(*Please tick as appropriate)