



23 May 2018

Dear members,

**HKIEIA & HKIEIA Ltd Annual General Meeting on 14 June 2018**

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) and the Hong Kong Institute of Environmental Impact Assessment Limited (HKIEIA Limited), to be held on **14 June 2017 (Thur)**. Details can be found in the enclosed Notice of AGM.

You may wish to note that the Chairperson and five ordinary members of the Committee will complete their current service term. Election will be conducted during the AGM to fill the vacancies arising from this.

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](mailto:hon.sec.hkieia@gmail.com) or by fax at 3465 2899, on or before **7 June 2017 (Thur)**:-

1. **Dinner Reception** - To make reservations for the dinner, you only need to check the appropriate box on the Reply Form in Annex 2.
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 renewal of membership and/or Accredited Monitoring Professional (AMP) status, as required under the Institute's Memorandum. The log will be checked and verified by the Accreditation Panel members. Please go to <https://goo.gl/P7ABW5> to complete the CPD records online, or upload the completed form. The CPD record form is attached to this letter.

The 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 2018**

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 14 June 2018 (Thursday)** 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 20 June 2017
2. To receive and consider the Chairperson's Annual Report for 2017 – 2018
3. To receive and consider the Financial Reports of the Honorary Treasurer for 2017-18
  - i) HKIEIA
  - ii) HKIEIA Limited
4. To elect Chairperson and Committee Members (up to five) of the Institute
5. To appoint an Auditor of HKIEIA Limited for 2018 – 2019
6. Any Other Business

A debriefing by sponsored participants of the IAIA 2018 will be held after the AGM, which will be followed by a dinner reception. The cost is HK\$100 per person. Members and guests 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 7 June 2018 (Thursday).

By order of the Committee,

Jackie Yip  
Honorary Secretary  
23 May 2018

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

Enclosures

- Annex 1 - Draft Minutes of AGM held on 20 June 2017
- 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**  
**Hong Kong Institute of Environmental Impact Assessment Limited**  
*Draft Minutes of Annual General Meeting 2017*  
**6:30pm, 20 June 2017, Regal Hong Kong Hotel**

**PRESENT:** (P) - Proxy

**Fellows:**

Chan, Chung Tak Thomas  
Frommer, Glenn (P)  
Isa, Mohamed Hasan  
Ng, Cho Nam  
Yeung, Bing Kwan David

Cheung, Freeman  
Hong, Westwood (P)  
Lam, Kam Wai Josh  
Tong, Ka Ling Angela

Chung, Yuen Man Anna  
Gallacher, David  
Lam, Kin Che  
U, Kam Wa Clara

**Corporate Members:**

Bhanja, Alexi  
Chan Cheuk Fai, Louie  
Chan, Wing Yan Vivian  
Chow, Yi Lut Victor  
Fan, Ka Ho Billy  
Ho, Ka Man  
Ko, Wai Ying Winnie  
Lai, Lai Yu Raymond (P)  
Lau, Chun Ho (P)  
Leung, Chun Ting Roy  
Lui, King Yung Karen (P)  
Shea, Mark  
Ng, Mong Ling Flora (P)  
Stanton, David  
Tam, Kwok Yui Edward  
To, Wing Sum Holy  
Tso, Shiu Heng Lawrence  
Wan, Siu Wai  
Wong, Kin Chung Ken  
Wong, Pui Kee Peggy  
Wong, Yee Kwong Charles  
Yang, Yao Grace (P)  
Yu, Wing Ki Katie (P)

Bhanja Cheung, Suzanne  
Chan, Chi Wah Chris  
Choi, Chuen Kit, Peter  
Chu, Chung Sing (P)  
Fong, Ching Wai Terence  
Ho, Ming Bun Ben  
Kwong, Chi Fung  
Lam, Chi Chi Chris (P)  
Lau, Tak Yan  
Li, Chun Leung Alan  
Ma, Sau Ping  
Leven, Michael  
Pang, Yuen Fai Alson  
Sung, Cho Yiu Joe  
Tang, Ming Yu (P)  
Tsai, Wai Yan Connie  
Tsoi, Yeung Kin Joanne  
Wong, Chi Hang Antony  
Wong, Kin Man Raymond  
Wong, Wing Sum  
Xiong, Jian James  
Yip, Yin Jackie  
Zhang, Jiamin Jessica (P)

Carey, Geoffrey (P)  
Chan, Pui Ting Samuel  
Chow, Ching Hang Kenneth  
Dai, Lai Man Raymond  
Fung, Yik Chun Macy  
Ip, Kin Chor Marcus  
Kwong, Tin Sang Samuel  
Lau, Chi Wai Kenneth  
Lee, Ka Man Karen  
Liu, Hon Cheung  
Man, King Young Roy  
Ng, Ka Man Wendy  
McMillan, Sharne  
Tam, Ching Yee Christine  
To, Man Ping Mandy  
Tsang, Sai Wing Terence  
Wan, Chi Hung Frank  
Wong, Chi Wah Steven (P)  
Wong, Kwok Tan Johnson (P)  
Wong, Wing Yee Wing  
Yan, Wai Yee Becky  
Yu, Ming yee Ida (P)

**ITEMS:**

**1. Minutes of HKIEIA AGM held on 5 May 2016**

The minutes of the AGM of HKIEIA held on 5 May 2016 were confirmed with minor amendments as suggested by Mr. Marcus Ip.

**2. Chairperson's Annual Report 2016/17**

Ms. Clara U, Chairperson of the Committee, presented the combined Annual Report for the HKIEIA and HKIEIA Limited, on the activities taken place in 2016/17. The Annual Report was endorsed by the majority of the members present through a show of hands.



### **3. Treasurer's Financial Reports 2016/17**

- Mr. David Yeung, Honorary Treasurer, presented the Financial Reports for the HKIEIA and HKIEIA Limited one by one. For each report, he presented the financial statement for the year ending 31 March 2017 and the auditor's report prepared by the Honorary Auditors, Louis Lai & Luk Certified Public Accountants and Andrew L H Yiu Certified Public Accountant.
- Mr Yeung also briefed members on other matters including the transfer of funding from the HKIEIA account to the HKIEIA Limited account, as well as the tax payment and liabilities. In addition, Mr Yeung informed members that starting from Year 17/18, the invoice period for membership fee would be synchronized with the account reporting period (i.e. 1 April to 31 March of following year).
- Mr. Yeung informed members that the Institute would charge a handing fee of HK\$10.0 if a membership application is sent in an underpaid mail. Members were reminded to ensure that all mail items send to the Institute bore sufficient postage.
- Mr Josh Lam suggested that the Committee consider waiving one year's membership fee to alleviate the tax burden, in view of the healthy financial position of the Institute. Mr Yeung replied that he would study the implication of this suggestion with the Accountant.
- Both reports were endorsed by the majority of the members present, through a show of hands.

### **4. Election of one Committee Member**

Mr. Mohamed Hasan Isa was nominated to fill the vacancy for ordinary member of the Committee. Since only one nomination had been received, Mr. Mohamed was automatically elected to fill the post for a term of 3 years.

### **5. Appointment of Auditors for Year 17/18**

Members agreed on the re-appointment of Louis Lai & Luk Certified Public Accountants as HKIEIA' Honorary Auditor for Year 17/18. Members also agreed on the re-appointment of Andrew L H Yiu Certified Public Accountant as HKIEIA Limited's Honorary Auditor for Year 17/18.

### **6. Any other Business**

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

Jackie Yip  
Honorary Secretary (2017/18)  
17 July 2017



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

**Annual General Meeting 2018  
Reply Form**

Name of Member: \_\_\_\_\_ Membership No.: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Please indicate if you will attend the following events on **14 June 2018** at **Forum Room I, Basement 2, Regal Hong Kong Hotel, 88 Yee Wo Street, Causeway Bay, Hong Kong.**

Payment could be settled at the reception counter of the AGM, by cash or by cheque. Cheques should be made payable to “Hong Kong Institute of Environmental Impact Assessment Limited”

**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].

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 2018

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

Chairperson : \_\_\_\_\_

Committee Member : \_\_\_\_\_

Committee Member : \_\_\_\_\_

Committee Member : \_\_\_\_\_

Committee Member : \_\_\_\_\_

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 persons will retire from office in the Committee:-

Chairperson - Ms Clara U

Committee Member - Dr. David Gallacher, Mr. Josh Lam, Mr. David Stanton, Mr. Raymond Wong and Dr. Jackie Yip

The following Members will remain in the Committee:

Mr. Mohamed Hasan Isa, Mr. Freeman Cheung, Mr. David Yeung, Prof. Lam Kin Che, Mr. Henry Leung,

Information on the election of Chairperson and Committee Members could be found on the Memorandum which is available 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 2018**

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, 14 June 2018; OR
2. By email to hon.sec.hkieia@gmail.com by 5pm, 14 June 2018, 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 their forms as early as possible.

=====

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)