



ASHRAE Hong Kong Chapter

P.O. Box 35612, King's Road Post Office, North Point, Hong Kong
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29 November 2018

To : All Members of ASHRAE Hong Kong Chapter

EXTRAORDINARY GENERAL MEETING

BULLETIN ABOUT THE CHANGE OF EXTERNAL AUDITOR FOR 2017 - 2018

The External Auditor of 2017-2018 that had been confirmed in AGM 2018 of ASHRAE Hong Kong Chapter has resigned in Nov 2018. Therefore, it is necessary to engage a new External Auditor to take up the role in early of Jan 2019. The poll will be held during Extraordinary General Meeting (EGM) commencing at 8:00 pm on **7 January 2019 (Monday)** at BEC Auditorium, G/F, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong.

If Members cannot attend the EGM in person to vote for the proposed subject, you may sign the attached Proxy Form and return to us by one of the following methods:

- (a) By mail to "P.O. Box 35612, King's Road Post Office, North Point, Hong Kong" before 3 January 2019; or
- (b) By email to info@ashrae.org.hk before 12:00 noon 5 January 2019 (scanned page with membership no. and signature shown);
- (c) By putting into the "Proxy Collection Box" located at the Reception Counter of EGM venue.

All proxy form must reach us using one of the above methods before commencement of the EGM. Members are advised to submit the form earlier so as to avoid delays.

By order of the Board of Governors

A handwritten signature in black ink, appearing to read 'Tenny Tam', written over a white background.

Mr. TAM Tsz Lung, Tenny
Secretary (2018-2019)
ASHRAE Hong Kong Chapter

Enclosure:

- Proxy and Ballot Form