



寶翠園  
THE BELCHER'S

The Management Office of The Belcher's  
Management Office, Tower 1, Podium,  
The Belcher's, 89 Pok Fu Lam Road, Hong Kong.  
Tel: (852) 2542 7238 Fax: (852) 2542 7188

Our Ref : BEL/MO/2023/06/104N  
Date : 29 June 2023

To : All Owners of The Belcher's

### **Notice of Annual General Meeting of The Belcher's**

Notice is hereby given pursuant to The Deed of Mutual Covenant of The Belcher's, please be informed that a meeting of owners will be held and details are as follows: -

Date : 13 July 2023 (Thursday)  
Time : 8:00 p.m. (Registration starts at 7:00 p.m.)  
Venue : Multi-purpose Hall, L9 The Belcher's Club, The Belcher's, 89 Pok Fu Lam Road, Hong Kong

Agenda :

1. To approve the minutes of Annual General Meeting 2022 of The Belcher's
2. To review the auditor's report of Year 2021
3. To present the Management Report of Management Office
4. To resolve and appoint 2023-2025 Cleaning Service Contractor
5. To resolve and appoint 2023-2025 Security Service Contractor
6. To resolve and appoint the Auditor of Year 2022
7. To resolve the increase of monthly building fund contribution from HKD\$100,000 to HKD\$300,000
8. To elect the members of Residential Accommodation of the 11th Owners' Committee of The Belcher's
9. To elect the member of Private Car Parking Areas of the 11th Owners' Committee of The Belcher's
10. To elect the member of Mixed Car Parking Areas of the 11th Owner's Committee of The Belcher's

**Voting AGENDA**

### **Remarks:**

1. **Relative information regarding Agenda 2,4-6 and 8-10 would be posted on the bulletin board nearby the reception counter at L10 Clubhouse. Also, booklets for relative information will be dispatched to the residents' mailboxes accordingly.**
2. Any owner who has failed to settle the outstanding management fee shall not be allowed to be present in person or by proxy or vote at the meeting.
3. Please bring along with your Identity Card (for the purpose of owner identification).
4. If the registered owner cannot attend the meeting and wish to appoint another person to attend and in case the registered owner is a limited company or legal entity, he **must** execute the attached Proxy Form [Appendix 1] to appoint the proxy who aged above 18 to attend on his behalf. The proxy should be lodged with the collection boxes at tower lobbies for record not less than 24 hours (i.e. not later than **8:00 p.m. on 12 July 2023**) before the meeting. **In order to ensure the meeting under the law and also prevent malpractice, the attached Proxy Form [Appendix I] should be used. Otherwise, the appointment of a proxy will not be regarded as a valid one.**
5. If the meeting cannot be convened due to the hoist of typhoon signal No. 8 (or above) or Black Rainstorm warning signal, it will be automatically deferred. We will issue notice again to confirm the new date of meeting.
6. The Chinese version of the agenda is prevailed.

All owners are cordially invited to attend the meeting. Should you have any queries to the above, please feel free to contact our Management Office on 2542 7238.



Shun Tak Property Management Limited  
For the Owners' Committee of The Belcher's



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檔案編號  
日期

:BEL/MO/2023/06/104N  
:2023年6月29日

致：寶翠園各業主

### 召開寶翠園業主周年大會事宜

現根據《寶翠園大廈公契》，發出有關業主會議通知，詳情如下：

- 日期：二零二三年七月十三日（星期四）  
時間：晚上八時正（晚上七時正開始登記入場）  
地點：寶翠園寶翠會 L9 多用途運動場  
議程：  
1. 通過 2022 年寶翠園業主周年大會會議記錄  
2. 省覽 2021 年度核數師報告  
3. 管理處工作報告

### 重要投票事項

4. 議決及通過揀選 2023-2025 年度清潔服務合約承辦商  
5. 議決及通過揀選 2023-2025 年度保安服務合約承辦商  
6. 議決及委任 2022 年度核數師  
7. 議決通過增加每月大廈基金儲存金額由每月港幣 10 萬元增加至每月港幣 30 萬元  
8. 選舉第十一屆寶翠園業主委員會住宅部份之委員  
9. 選舉第十一屆寶翠園業主委員會私人停車區域之委員  
10. 選舉第十一屆寶翠園業主委員會混合停車區域之委員

備註：

1. 議程 2、4-6 及 8-10 之相關資料，將張貼於 L10 會所接待處旁佈告板以供各業主省覽。同時亦會另行以小冊子形式派入業戶信箱。
2. 任何業主如未繳付逾期管理費，將不可親自或派遣代表參加是次業主大會會議或在會上投票。
3. 業主請於出席時帶備身份證（用作核對業戶身份）。
4. 業主如無暇出席是次大會或倘以公司或法人團體登記之業主欲授權代表出席大會，必須簽署隨函附呈之授權書[附件一]委託一名 18 歲以上的代表出席，填妥之授權書必須於大會召開前 24 小時（即不遲於二零二三年七月十二日晚上八時前）交回各座大堂收集箱。為確保是次大會依法進行及防止流弊，是次業主大會必須使用隨函附呈之授權書[附件一]，否則授權書將視作無效。
5. 如因八號風球（或以上）或黑色暴雨警告訊號懸掛而未能召開業主周年大會，大會將自動順延。我們會再發出開會通知以確實順延的開會日期。
6. 譯本以中文為準。

敬請各位業主依時出席會議。如有任何查詢，請致電 2542 7238 與管理處職員聯絡。



寶翠園業主委員會  
信德物業管理有限公司 代行

## 寶翠園業主周年大會

### Annual General Meeting of The Belcher's

#### 就業主會議委任代表文書

#### INSTRUMENT OF PROXY FOR MEETINGS OF OWNERS

本人/我們\* ..... (業主姓名), 為寶翠園.....座 .....樓 .....室  
/.....號車位\*的業主,

I/We\*, ..... (name(s) of owner(s)), being the owner(s) of Flat .....,  
Floor ....., Tower ...../Car Parking Space No....., The Belcher's,

現委任.....**吳嘉華**..... (代表姓名), \* [如他未能出席, 則委任.....**曾國基**.....  
(替代代表姓名)]為本人/我們的代表\*,

hereby appoint .....**Ng Ka Wah**..... (name of proxy) \* [or failing  
him .....**Tsang Kwok Kei**..... (name of alternative proxy)],

出席於 **2023 年 7 月 13 日** 舉行的上述建築物業主周年大會  
as my/our proxy to attend and vote on my/our behalf at the Annual General Meeting of the Building

\* [及任何延會] 並代表本人/我們投票。  
described above, to be held on the **13 July 2023** [and at any adjournment thereof] \*.

2023 年.....月.....日。  
Dated this.....day of.....

.....  
(業主簽署)  
(Signature of owner(s))

\*刪去不適用者 Delete where inapplicable.

填妥之授權書必須於大會召開前 24 小時(即不遲於二零二三年七月十二日晚上八時前)交回各座大堂收集箱, 逾時恕不受理。

This proxy should be lodged with the collection boxes at tower lobbies not less than 24 hours before the meeting (i.e. not later than 8:00p.m. on 12 July 2023).

此乃重要授權文件！各單位業主如於7.13當晚未能出席大會而意屬5座譚太及2座曾生代為出席及根據閣下意向投票，

可打印及填妥以上文書、簽署及蓋章（如適用），留下閣下聯絡電話並於會議舉行前一天即7月12日五點前交回以下就近信箱：

**T5 - 15E 譚太 (Titania) 主要 - 避免延誤請盡量交回這個信箱或電聯6228 8988 譚太直接接收**

**T2 - 47B 曾生 (Vincent)**

**T8 - 28H 陳生 (Ringo)**

## 收集個人資料目的說明

### 收集資料的目的

1. 本文書供你／你們用以委任代表，出席本建築物舉行的業主周年大會及任何延會(如適用)。代表你／你們出席業主會議的人士會組成會議的法定人數，並代表你／你們投票。
2. 業主會議召集人或會跟進你／你們所提供的個人資料，並會在有需要時與你／你們聯絡，以查證你／你們所作出的委任是否有效。

### 取得委任代表的同意

3. 你／你們在本文書提供有關委任代表的個人資料前，應取得他／她的同意，並向他／她提供本說明文件，解釋收集其個人資料的目的和用途。

### 資料轉交的對象

4. 你／你們在本文書提供的個人資料，會議召集人可能會為上文第 2 段所述的目的而向建築物其他業主及／或其他有關人士和團體披露。

### 查閱個人資料

5. 根據《個人資料(私隱)條例》(第486章)第18條、第22條及附表1第6原則的規定，你／你們有權查閱和改正個人資料。你／你們查閱資料的權利，包括索取你／你們在本文書所提供的個人資料的副本。

### 查詢

6. 如對本文書所收集的個人資料有任何查詢，包括要求查閱和改正資料，請與管理處聯絡（電話：2542-7238）。

## Statement of Purposes in respect of Collection of Personal Data

### Purpose of Collection

1. This instrument is to be used by you to appoint a proxy to attend the annual general meeting of the Building and any adjourned meeting (if applicable). Your proxy will form the quorum and vote on your behalf at the meeting.
2. The convener of the meeting may follow up on the personal data you provided in this instrument and, if necessary, will contact you for the purpose of verifying the validity of the appointment of your proxy.

### Consent of your proxy

3. You should obtain the consent of your proxy in using his/her personal data provided in this instrument, and provide your proxy with this instrument, informing him/her of the purpose for collecting his/her personal data.

### Classes of Transferees

4. The convener may disclose the personal data you provided in this instrument to other owners of this building, and/or other relevant persons and bodies for the purposes mentioned in paragraph 2 above.

### Access to Personal Data

5. You have the rights of access and correction to the personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access includes the right to obtain a copy of your personal data provided in this instrument.

### Enquiries

6. Enquiries concerning the personal data collected by means of this instrument, including requests for access to and correction of data, should be directed to the Management Office (Telephone Number: 2542-7238).