

# The Incorporated Owners of One Beacon Hill Notice of Extraordinary General Meeting

To: All Owners

As requested by 5% of owners to convene a general meeting, pursuant to paragraph 1(2) on Schedule 3 of the Building Management Ordinance Chapter 344, notice is hereby given that the Extraordinary General Meeting of The Incorporated Owners of One Beacon Hill will be held at the following time and place:-

Date : 27 July, 2012 (Friday)

Time : 8:30 p.m.

Place: Club House, One Beacon Hill


The Agenda:

1. Discuss and vote for the new smart card system
2. Discuss and vote for the need for smart card deposit

All owners are cordially invited to attend the meeting to discuss and vote personally or by proxy appointed in writing. Registration for attendance will commence at 8:00 p.m., please bring along your ID Card for registration purpose.

If the title of your unit is registered under a company name or you may not attend the meeting personally and would like to appoint other person to attend on your behalf, please complete the attached proxy form and submit to the collection box of Management Committee located at the main entrance of the Club House not less than 48 hours (on or before 8:30 p.m., 25 July 2012) before the time for the holding of this Extraordinary General Meeting. Proxy form should be set out according to the format in Form 2 in Schedule 1A of the Building Management Ordinance 344.

The Extraordinary General Meeting will be cancelled if typhoon signal no.8 or above or black rainstorm warning signal is hoisted after 6:00 p.m or lack of a minimum quorum of 10% of the total number of owners at 8:45p.m.



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Chairman of the Management Committee of  
The Incorporated Owners of One Beacon Hill  
13 July 2012

# 畢架山一號業主立案法團 召開業主特別大會

畢架山一號各業主：

就收到不少於 5% 業主要求下召開業主特別大會，現根據《建築物管理條例》(第 344 章附表 3 第 1(2)段)，將於下列日期及時間召開業主特別大會。

日期：2012 年 7 月 27 日(星期五)

時間：晚上 8 時 30 分

地點：畢架山一號會所

是次業主特別大會的議程如下：

1. 商議及投票新智能咭系統
2. 商議及投票新智能咭按金的需要性

我們誠邀各業主出席是次業主特別大會以便討論及就上述事項親身或透過授權代表作出投票。我們將於晚上 8 時正開始登記入場，敬請閣下攜帶身份證以作登記。

如閣下單位以公司名義登記或當日未能出席而需要授權其他人士代為出席，請填妥隨函附上之授權書並於業主特別大會舉行之 48 小時前(即 2012 年 7 月 25 日，晚上 8 時 30 分前)，將填妥之授權書放入管理委員會位於會所正門之收集箱內。

授權書必須按《建築物管理條例》(第 344 章附表 1A 表格 2)的格式填寫。

若天文台於會議當晚 6 時後懸掛八號及以上風球或黑色暴雨訊號，或於晚上 8 時 45 分上述會議仍未達至足夠之法定人數，會議將取消。

\*此乃中文譯本，如內容跟英文原文有任何不同之處，當以英文原文為準。

2012 年 7 月 13 日

表格 2

畢架山一號業主立案法團業主特別大會  
就法團會議委任代表的文書

畢架山一號業主立案法團

本人/我們\_\_\_\_\_ (業主姓名), 為畢架山一號\_\_\_\_\_座\_\_\_\_\_樓\_\_\_\_\_室;  
\_\_\_\_\_號車位 (建築物地址及單位)的業主, 現委任\_\_\_\_\_ (代表姓名)\* [如他未能出  
席, 則委任\_\_\_\_\_ (替代代表姓名)]為本人/我們的代表, 出席於 2012 年 7 月 27 日晚  
上 8 時 30 分假畢架山一號住客會所舉行的業主特別大會\*[及任何延會]並代表本人/我們投票。

業主簽名/公司蓋章 : \_\_\_\_\_

業主姓名/公司名稱 : \_\_\_\_\_

聯絡電話 : \_\_\_\_\_

日期 : 2012 年\_\_\_\_\_月\_\_\_\_\_日

\*刪去不適用者

填妥之授權書必須於 2012 年 7 月 25 日晚上 8 時 30 分前遞交到位於會所正門之收集箱內。

FORM 2

EXTRAORDINARY GENERAL MEETING OF THE INCORPORATED OWNERS OF ONE BEACON HILL  
INSTRUMENT OF PROXY FOR MEETINGS OF CORPORATION

The Incorporated Owners of One Beacon Hill

I/We, \_\_\_\_\_ (name(s) of owner(s)), being the owner(s) of Flat \_\_\_\_\_,  
Floor \_\_\_\_\_, Tower \_\_\_\_\_ ; Car parking space \_\_\_\_\_ (unit and address of building), hereby  
appoint \_\_\_\_\_ (Name of proxy) \*[or failing him \_\_\_\_\_ (name of  
alternative proxy)], as my/our proxy to attend and vote on my/our behalf at the extraordinary general  
meeting of the owners described above, to be held at 8:30 p.m. on 27 July 2012 in the  
Clubhouse\*[and at any adjournment thereof].

Owner's signature/Company : \_\_\_\_\_

Owner's name/Company : \_\_\_\_\_ (In Capital Letter)

Contact Number : \_\_\_\_\_

Date : \_\_\_\_\_ 2012

\*Delete where inapplicable

The duly completed proxy form must be submit to the collection box located at  
the main entrance of the Club House before 8:30 p.m. on 25 July 2012

# 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，出席畢架山一號業主立案法團業主特別大會。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，會議召集人及／或法團和其管委會可能會為上文第 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，可與會議召集人聯絡(電話：3165 1908)。

## 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 extraordinary general meeting of the incorporated owners of One Beacon Hill. Your proxy will form the quorum and vote on your behalf at the meeting.
2. The convenor 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 statement, informing him/her of the purpose for collecting his/her personal data.

### Classes of Transferees

4. The convenor of the meeting and/or the OC and its MC 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 convenor of the meeting (Telephone Number: 31651908).