



Environmental Integrity & Excellence

Hong Kong Institute of Qualified Environmental Professionals (HKIQEP)
香港合資格環保專業人員學會(香港環專會)

ANNUAL GENERAL MEETING 2026

FORM OF PROXY

[For online submission by
18:30 on 16 August 2026]

I, (Full Name in English, as shown on identity documents):			
Membership Number:		Contact Number / Email:	
Correspondence Address:			

Please indicate your voting membership class (please tick one):

Founding Fellow	Fellow	Professional Member
-----------------	--------	---------------------

The undersigned, being a Voting Member of the Institute, hereby appoints (please tick **ONE** box below):

The Chairman of the Meeting, OR	
My Designated Representative: Full Name (in English, as on HKID):	
HKID Card No. (First 4 characters):	HKIQEP Membership No. (Optional):

as my proxy to attend, speak, and vote on my behalf at the **Annual General Meeting** of the Institute to be convened and held at **BEC Auditorium, G/F, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong** on **Tuesday, 18 August 2026 at 18:30**, and at any adjournment thereof.

VOTING INSTRUCTIONS

Please place a tick (✓) in the appropriate boxes to indicate how you wish your proxy to vote.

No.	Resolutions	For	Against	Abstain
1	Receive and adopt the minutes of the Extraordinary General Meeting held on 3 July 2025			
2	Receive and adopt the Annual Report for 2025 of the Institute from the President			
3	Receive and adopt the Honorary Treasurer's Financial Report for 2024.11.8-2025.12.31			
4	Appoint the Auditor of the Institute for the year ending 31 December 2026 and authorize the Committee Members to fix the remuneration of the Auditor of the Institute.			
5	Elect General Council Members (Vacancies: 4) Voting Instruction: You may mark "FOR" for a MAXIMUM OF FOUR (4) candidates. Marking "FOR" for more than four (4) candidates will render your vote for Resolution 5 invalid.			
5.1	BHANJA CHEUNG Kit Yi Suzanne (PM0279)			
5.2	CHIU Cho Keung Franki (PM0222)			
5.3	NG Ka Wing Simon (PM0307)			
5.4	U Kam Wa (FF0031)			
5.5	WONG Chor Kuen Alfred (PM0069)			

Date (DD/MM/YYYY):

Signature of Member:



NOTES & GUIDELINES FOR PROXY SUBMISSION

1. Appointment of Chairman or Designated Representative as Proxy

Members who do not plan to attend the General Meeting in person but wish to vote on the tabled resolutions are requested to appoint the **Chairman of the Meeting** or a **Designated Representative** as their proxy. By appointing a proxy, you ensure your professional voice and vote are counted toward the official quorum and meeting decisions.

2. Requirement for Specific Voting Instructions & General Council Election Rules

You must indicate clearly how you want your votes cast by marking a tick (✓) in the "For", "Against", or "Abstain" column next to Resolutions 1 to 4.

- **Resolution 5 Election Rule:** For Resolution 5 (Election of General Council Members), you may cast a "FOR" vote for a **maximum of four (4) candidates** to fill the 4 vacancies. If you mark "FOR" for more than four (4) candidates, your entire vote for Resolution 5 will be rendered **invalid**.

- **Representation Mechanism:** If you appoint the Chairman with specific voting instructions, the Chairman will cast your pre-marked votes. If you appoint a Designated Representative who attends in person, your pre-marked votes will be officially counted as submitted on your Proxy Form, and your representative will not receive duplicate voting ballots at the scene.

3. Digital Submission of Proxy Forms

To support the environmental initiative of the Institute and reduce paper consumption, please submit your completed and signed Proxy Form electronically using either of the following channels:

- **Online Upload (Recommended):** <https://form.jotform.com/HKIQEP/agm-2026>
- **Via Email:** Send a scanned PDF/JPG copy to office@hkiqep.org

4. Strict 48-Hour Submission Deadline

Pursuant to Clause 4.3.11 of the HKIQEP Bye-laws, the completed and signed Proxy Form must be officially received by the Institute no later than 48 hours prior to the meeting time (on or before **18:30 on 16 August 2026 (Sunday)**). Proxy forms received after this designated deadline by any means or submitted by your designated representative in person before the commencement of the AGM will be considered strictly invalid and will not be accepted.

5. In-Person Attendance & Automatic Revocation of Proxy

This Proxy Form will be deemed invalid and revoked if you attend the AGM in person on 18 August 2026. Completion and submission of this Proxy Form will not preclude a Voting Member from attending and voting in person at the AGM on **Tuesday, 18 August 2026** if they so wish. In the event that a member attends the AGM in person, their previously submitted Proxy Form shall automatically be deemed to be revoked and rendered void.

General Council Note on Voting Eligibility

Only Voting Members (Founding Fellows, Fellows, and Professional Members) whose annual subscription fees for the current year are fully settled and who are in good standing are entitled to vote at the General Meeting or appoint a proxy to vote on their behalf. If you have questions regarding your voting status, please contact the Secretariat at office@hkiqep.org.