

**THE UNIVERSITY OF HONG KONG
CONVOCATION**

**Extraordinary General Meeting
Monday, March 2, 2015**

NOTES ON PROXY FORM

1. If you are unable or do not intend to attend the Extraordinary General Meeting (EGM), you may, by a duly completed and signed written instrument, appoint a proxy to vote at the meeting on your behalf. You may obtain the proxy form from the office of the Convocation Secretariat (Tel: 2859-2603) or the Convocation website (www.convocation.hku.hk). If you are going to vote in person at the Extraordinary General Meeting, please do not appoint any proxy.
2. The proxy form must be duly signed, completed, and deposited with the Clerk of Convocation not less than 72 hours prior to the time for holding the EGM i.e., by 6pm, February 27, 2015 via the Convocation Secretariat, Hung Hing Ying Building, The University of Hong Kong, Pokfulam Road, Hong Kong, during office hours (9:00 am – 6:00 pm, Monday to Friday). If sent to the Convocation Secretariat by fax or e-mail or in photocopy, the proxy form will not be valid.
3. The proxy form will be invalid if:
 - (a) it is received late at the Convocation Secretariat, i.e. 6pm, February 27, 2015
 - (b) it is torn, defaced or otherwise damaged on receipt by the Convocation Secretariat;
 - (c) it is sent to the Convocation Secretariat by fax or email;
 - (d) it does not bear an original signature;
 - (e) there exists another proxy form under the same member; or
 - (f) any part of it is incomplete or contains inaccurate or unverifiable information.
4. The records of the Convocation Secretariat shall be conclusive as to the receipt and accuracy of proxy forms.

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APPOINTMENT OF PROXY

If you attend the Extraordinary General Meeting in person, this proxy form will be invalid.

Please read the Notes on Proxy Form before completing the following.

I (*full name*) _____, being a member of Convocation, hereby appoint (*full name*) _____, holder of Hong Kong Identity Card Number (*alphabet + first 3 digits*) _____, failing him or her the Chairman of the Extraordinary General Meeting, as my proxy for the EGM to be held on Monday, March 2, 2015.

Name (*full name*): _____

Graduation Year(s) and Degree(s): _____

Department and present post (*For HKU teaching staff*): _____

HKID No. (*alphabet + first 3 digits*): _____

Contact Tel No.: _____ E-mail address: _____

Signature: _____

Date: _____

To be valid, this proxy form must be duly signed, completed, and sent by post in good time, i.e. to reach the Clerk of Convocation no later than 6pm, Friday, February 27, 2015. The postal address of the Clerk of Convocation is - Convocation Secretariat, Hung Hing Ying Building, The University of Hong Kong, Pokfulam Road, Hong Kong, during office hours (9:00 am – 6:00 pm, Monday to Friday).