

CB Richard Ellis Limited

Suites 2109-12, 21/F  
Sun Life Tower, The Gateway  
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香港九龍尖沙咀廣東道十五號港威大廈  
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電話 852 2820 8100 傳真 852 2521 9517

www.cbre.com.hk

地產代理 ( 公司 ) 牌照號碼

Estate Agent's Licence No: C-004065-(A002)

檔案編號 : C09/07/103

致 : 瑞峰花園各業主

敬啟者 :

## 瑞峰花園 - 業主周年大會

本屋苑之業主周年大會將於二零零九年七月十七日〔星期五〕晚上九時正假瑞峰花園第二座平台康樂室舉行。

現誠邀各業主出席該業主周年大會，隨函附上會議議程及委任代表文書。如個人業主不能出席，可填回委任代表文書授權出席會議，而註冊公司業主亦須填妥委任代表文書授權代表出席會議。所有委任文書須於二零零九年七月十五日〔星期三〕前交回本管業處。

如有任何疑問，請致電本管業處 2606 3731 查詢。



周漢華 謹啟  
世邦魏理仕有限公司  
高級管業經理 - 資產管理服務  
二零零九年七月三日

副本 : - 瑞峰花園業主立案法團



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Our Ref: C09/07/103  
3<sup>rd</sup> July, 2009

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永明金融大樓二十一樓二零九至十二室  
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To: All Owners of Julimount Garden

www.cbre.com.hk

地產代理 (公司) 牌照號碼  
Estate Agent's Licence No: C-004065-(A002)

Dear Sir(s)/Madam,

**Re: Notice of Annual General Meeting- Julimount Garden**

Please be informed that Annual General Meeting of The Incorporated Owners of Julimount Garden will be held on 17<sup>th</sup> July, 2009 (Friday) at 9:00p.m. at Recreation Room, Podium, Block 2, Julimount Garden.

All Owners are invited to attend the meeting. We enclose the followings for your information and further action:-

1. Meeting Agenda
2. Instrument of Proxy

Owners are requested to sign up Instrument of Proxy, and return it to the Management Office of 8 Fu Kin Street, Julimount Garden, Tai Wai, New Territories, before 15<sup>th</sup> July, 2009 (Wednesday).

Should you have any further queries, please do not hesitate to contact the Management Office at telephone number: 2606 3731.

Thank you for your attention!

Yours sincerely,  
For and on behalf of  
**CB Richard Ellis Ltd.**



Johnny Chow  
Senior Estate Manager  
Asset Services  
JC/PW/SW/wc

c.c. – The Incorporated Owners of Julimount Garden



CB Richard Ellis Limited

AGM 2009  
3<sup>rd</sup> July 2009

## 瑞峰花園 - 業主周年大會 會議通告

- 致 : 瑞峰花園各業主  
日期 : 二零零九年七月十七日〔星期五〕  
時間 : 晚上九時正  
地點 : 瑞峰花園第二座平台康樂室

### 會議議程

- 〔一〕 匯報財政報告及委任大廈核數師
- 〔二〕 匯報工作報告
- 〔三〕 匯報大廈外牆翻新及大型維修工程
- 〔四〕 議決進行大廈外牆翻新及大型維修工程  
(預計必須性工程每戶平均集資約 HK\$230,000)
- 〔五〕 議決成立大廈外牆翻新及大型維修工程之工作小組  
(工作小組成員須同時成為管理委員會委員)
- 〔六〕 議決委任世邦魏理仕為顧問監督經理
- 〔七〕 議決工程集資方案
- 〔八〕 議決設計方案及設計顧問公司
- 〔九〕 第七屆業主立案法團管理委員會選舉  
- 委任主席、秘書、司庫及委員



AGM 2009  
3<sup>rd</sup> July 2009

## Annual General Meeting - Julimount Garden

### Notice of Meeting

To : All Owners of Julimount Garden  
Date : 17<sup>th</sup> July, 2009 (Friday)  
Time : 9:00p.m.  
Venue : Recreation Room, Podium, Block 2, Julimount Garden

### AGENDA

- (1) Report of Financial Report and Appointment of Auditor.
- (2) Report of Working Report.
- (3) Report of the preparation of External Wall Renovation and Repair Work Project.
- (4) To resolve on the execution of External Wall Renovation and Repair Work Project.  
(Estimated average budget of essential works for each residential unit HK\$230,000)
- (5) To resolve on the establishment of Task Force for External Wall Renovation and Repair Work Project.  
(Task Force's member should simultaneously be the Management Committee's Member)
- (6) To resolve on the appointment of CB Richard Ellis Limited as Consultant Management Service Manager.
- (7) To resolve on the contribution of building fund for the Project.
- (8) To resolve on the Design Proposal and Design Consultant.
- (9) Election of Management Committee of The Seventh Term Incorporated Owners.
  - Appointment of Chairman, Secretary, Treasurer and Members



## 就法團會議委任代表的文書 瑞峰花園業主立案法團

本人／我們\_\_\_\_\_（業主姓名）乃瑞峰花園第  
\_\_\_\_\_座\_\_\_\_\_樓\_\_\_\_\_室之業主，現委任\_\_\_\_\_（代表姓名）\*/  
瑞峰花園業主立案法團李偉強主席\*/委員\_\_\_\_\_（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2009年7月17日晚上九時正舉行瑞峰花園業主  
立案法團的業主周年大會\*[及任何延會]並代表本人／我們投票。

2009年7月\_\_\_\_\_日

（業主簽署）

\*刪去不適用者

\_\_\_\_\_

〔如業主為註冊公司，請加公司印鑑〕

### 備註：

1. 此委任代表文書必須於二零零九年七月十五日(星期三)前交回瑞峰花園管業處，否則此委任代表文書將視作無效。
2. 單位若兩名或以上人士共同擁有，委託書之安排如下：
  - (i) 可由共有人共同委任代表出席；或
  - (ii) 可由共有人委任其中一名共有人出席；或
  - (iii) 如未能根據(i)或(ii)節委任代表，則可由共有人士的其中一人親自出席或委任一名代表出席投票。惟遇有多於一名此等人士出席及參與議決，則只有在土地註冊處記錄姓名最先的共有人或其委任代表所投的一票才視作有效。
3. 此委任代表文書必須由業主親自簽署，若業主為註冊公司或法人團體公司，則請蓋上公司印鑑。
4. 所有提供的個人資料只作是次業主會議之用途。



## 收集個人資料目的說明

### 收集資料的目的

1. 本文書供你/你們委任代表，出席本建築物業主立案法團的業主大會／業主周年大會及任何延會(如適用)。代表你／你們出席會議人士會組成會議的法定人數，並代表你／你們投票。
2. 業主立案法團管理委員會(管委會)主席及／或秘書或會跟進你/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，業主立案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，可與管業處聯絡(電話：26063731)。

## INSTRUMENT OF PROXY FOR MEETINGS OF CORPORATION

### The Incorporated Owners of Julimount Garden

I/We, \_\_\_\_\_, being the owner(s) of Flat \_\_\_\_\_, Floor \_\_\_\_\_, Block \_\_\_\_\_ of Julimount Garden, hereby appoint \_\_\_\_\_ (name of proxy) \*/ The Chairman Dr. Lee Wai Keung\*/ Member of Julimount Garden Incorporated Owners \_\_\_\_\_ (name of proxy)\* [or failing him \_\_\_\_\_ (name of alternative proxy)], as my/our proxy to attend and vote on my/our behalf at the Annual General Meeting of The Incorporation Owners of Julimount Garden, to be held at Recreation Room, Podium, Block 2, Julimount Garden on 17<sup>th</sup> July, 2009 (Friday) at 9:00p.m \*[and at any adjournment thereof]

\*Delete where inapplicable

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

\_\_\_\_\_  
(Signature of owner(s))

(If a corporation owner, please affix company seal.)

### Remarks

1. This Instrument of Proxy should be returned to the Management Office, 8 Fu Kin Street, Tai Wai, Shatin before 15<sup>th</sup> July, 2009 (Wednesday), late submission of proxy form shall be disregarded.
2. If two or more person are the co-owners of a share,
  - (a) by a proxy jointly appointed by the co-owners;
  - (b) by a person appointed by the co-owners from amongst themselves; or
  - (c) if no appointment is made under (a) or (b), either by one of the co-owners personally or by a proxy appointed by one of the co-owners. Where more than one of the co-owners seek to a vote in respect of the share, only the vote that is cast, whether personally or by proxy, by the co-owner whose name, in order of priority, stand highest in relation to that share in the register kept at Land Registry shall be treated as valid.
3. The Instrument of Proxy shall be signed by the owner, or the owner is a body corporate (e.g. a company or a society etc.) shall be impressed with the seal or chop of the body corporate and sign by a person authorized by the body corporate for the purposes of the general meeting.
4. The personal data provided in this instrument is for the use in respect of the captioned meeting only.



## **Statement of Purposes in respect of Collection of Personal Data The Incorporation Owners of Julimount Garden**

### **Purpose of Collection**

1. This instrument is to be used by you to appoint a proxy to attend the general meeting of the corporation/the annual general meeting of the corporation and any adjourned meeting (if applicable). Your proxy will form the quorum and vote on your behalf at the meeting.
2. The chairman and/or secretary of the management committee (MC) of the owners' corporation (OC) 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**

3. 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 Management Office at 26063731