

<中文版隨英文之後>

CIRCULAR TO ALL MEMBERS
NO. 001/21

IMPORTANT NOTICE

Date: 20th April 2021

**Annual General Meeting for the Year 2021 of
Hong Kong Internet Registration Corporation Limited (“the Company”)**

The Annual General Meeting (“AGM”) of the Company for the year 2021 will be held at Function Room No. 1, Level 3, Core E, Cyberport 3, 100 Cyberport Road, Hong Kong on Friday, the 14th day of May 2021 at 6:30 p.m. Members are cordially invited to attend the AGM. Registration will start at 5:30 pm.

The Notice convening the meeting is attached. You can also download the Notice of AGM and the Directors’ and Auditors’ Reports for the year 2020 at the following links:

[Notice of AGM](#)

[Directors’ and Auditors’ Reports](#)

Pursuant to Article 32 of the Company’s Articles of Association, members may vote at a general meeting in person, by email or by post. If the member is a corporate member, only the authorized representative of the member can vote. If you are unable to attend the meeting in person, you may complete and return the Email Voting Form (to be sent to you separately by email) to the auditor. You can also download the Postal Voting Form from our website <https://members.hkirc.hk> and mail the completed form to the auditor. Please read ‘Return of Email and Postal Voting Forms Notes’ below for details.

Members can also attend the AGM to vote in person or appoint a proxy to attend the AGM and vote on your behalf. You can logon to our website <https://members.hkirc.hk> and download the proxy form. If the member (or the authorized representative if the member is a corporate member) or the authorized proxy chooses to attend and vote at the AGM, he/she will be required to present his/her HKID card/ Passport or other equivalent documents to the auditor for verification during registration.

Each member can only vote **ONCE**. If multiple email and postal voting forms are received from the same member, only the **FIRST** valid voting form received by the auditor will be regarded as valid.

Return of Email and Postal Voting Forms

Email Voting Form shall be duly completed and sent to our Scrutineer Patrick Wong C.P.A. Limited at hkirc@pwcpcpa.com.hk **no later than 6:30pm on 13th May 2021** to make the vote valid.

If members vote by post, the completed **Postal Voting Form** shall be sent by post, by courier or delivered by hand, and must arrive at the following address **no later than 6:30 pm on 13th May 2021**:

**Patrick Wong C.P.A. Limited
Room 1101, 11/F, China Insurance Group Building
141 Des Voeux Road Central, Hong Kong
Attn: Mr. Andy Tsang, FCPA (Practising) (Ref: HKIRC)**

IMPORTANT NOTES:

In order to verify members’ identities and maintain the integrity and fairness of the election, members are required to submit the following **supporting documents** when they vote, be it by

email, by post or in person at the Annual General Meeting:-

- a. Corporate members are required to provide a copy of Business Registration Certificate (BR) or other equivalent documents that show the same company name and office address as in our record.
- b. Individual members are required to provide copies of HKID/passport or other equivalent documents that show the same name as in our record.

All personal data collected is solely for the purpose of verifying members' identities. The information will be handled and retained in strict confidence and will be destroyed within 3 months after the AGM.

Members who need to update their contact information should contact HKIRC as soon as possible by email to membersenquiry@hkirc.hk. Failure to provide supporting documents for our verification will result in making your vote void. Please refer to the **Important Notes** on each voting form for details regarding submission of supporting documents.

Further details on the voting and election process can be found in the "Frequently Asked Questions" section on HKIRC website at https://www.hkirc.hk/en/our_support/faq/membership/.

Arrangement in Case of Typhoon and Black Rainstorm Warning in Force

The AGM 2021 would be postponed in case of Typhoon Signal No. 8 (or higher) or Black Rainstorm Signal is in force at any time from **12:00 noon. to 7:00 p.m. on 14th May 2021**. The arrangement would be as follows:

1. Announcement of AGM arrangement would be published on the home page (<http://www.hkirc.hk>) of the Company website.
2. An email would be sent to members as soon as possible advising the rescheduled date, time and venue of the Annual General Meeting 2021.

Special Arrangement in Light of the COVID-19 Pandemic

For members attending the AGM in person or by proxy, the following on-site arrangements would be observed to ensure the safety of attendees:-

1. ONLY members (including members' authorized representatives for corporate members and proxy) and working personnel of HKIRC will be allowed to attend. Non-members will NOT be allowed to enter the AGM venue.
2. No refreshment would be served.
3. Mandatory screening of body temperature would be performed onsite at the registration counter prior to the start of the AGM. Members with high body temperature will be refused to enter the AGM venue.
4. Members must wear face masks before entering the AGM venue and, throughout the course of the AGM. Members will be asked to leave the venue if no face mask is worn at any time during the AGM.
5. Special seating arrangement with each chair spacing 1.5 meter apart would be made to maintain physical distance among AGM attendees.

The AGM 2021 would be postponed in case the Board of HKIRC reasonably deems that it is not suitable to hold the AGM as scheduled should the situation of COVID-19 pandemic evolve. Announcement of the arrangement would be published on the home page (<http://www.hkirc.hk>) of the HKIRC website. An email would be sent to members as soon as possible to notify the rescheduled date, time and venue of the AGM 2021.

For and on behalf of
Hong Kong Internet Registration Corporation Limited

Wilson WONG Ka Wai
Chief Executive Officer

(In the event of any discrepancy between the English and Chinese versions of this email, the English version shall prevail.)

通函致各會員
編號：001/21

重要通知

日期：二零二一年四月二十日

香港互聯網註冊管理有限公司（「本公司」）二零二一年度週年大會

本公司將於二零二一年五月十四日星期五下午六時三十分假座香港數碼港 100 號數碼港 3 座 E 區 3 樓 1 號會議廳召開二零二一年度週年大會（「週年大會」）。週年大會的登記時間將於下午五時三十分開始。現誠邀各會員出席是次週年大會。

隨函附上週年大會通知。閣下也可以瀏覽以下網站下載週年大會通知、董事報告及核數師報告。

[週年大會通知](#)
[董事報告及核數師報告](#)

根據《公司章程細則》第 32 條的規定，會員可親身、透過電郵或透過郵遞方式進行投票。公司會員只可由授權代表進行投票。如您無法出席週年大會，您可填妥《電郵投票表格》（將以另一封電子郵件發送給您）並發送至核數師。您也可登入本公司的網站 <https://members.hkirc.hk> 下載《郵遞投票表格》，並將填妥之表格郵寄至核數師。請參閱下面「送回電郵及郵遞投票表格須知」了解詳情。

會員亦可選擇親身或委任一名代表出席本公司的週年大會以進行投票。請登入會員網站 <https://members.hkirc.hk> 下載有關代表委託書。如果會員（或公司會員的授權代表）或獲委任代表選擇出席周年大會並進行投票，其必須在登記時向核數師出示香港身份證/護照或相關文件以核實身份。

每位會員只可以投票一次。如果核數師收到由同一會員發出多於一份投票表格（不論以電郵或郵遞方式），核數師只會點算最早收到的有效投票。

送回電郵及郵遞投票表格須知

為確保您所投的一票有效，所有《**電郵投票表格**》必須在二零二一年五月十三日下午六時三十分前，電郵至本公司核數師黃龍德會計師事務所有限公司的電郵地址 hkirc@pwcpa.com.hk。

如會員以郵遞方式進行投票，填妥的《**郵遞投票表格**》必須於二零二一年五月十三日下午六時三十分前，以郵遞、快遞或親身送達的方式送至以下地址：

黃龍德會計師事務所有限公司
香港中環德輔道中 141 號
中保集團大廈 11 樓 1101 室
收件人：曾卓鋒執業會計師收 (Ref: HKIRC)

重要備註：

為了核實會員的身份和維護選舉的公平公正，會員不論選擇通過電郵、郵遞或親身出席週年大會現場投票，投票時都必須提交以下**證明文件**作核實身份:-

- a. 公司會員必須提交商業登記證（BR）或其他等效的文件的影印本，以顯示公司

名稱和辦公地址與本公司的記錄相同

- b. 個人會員必須提交香港身份證/護照或其他等效的文件的影印本，以顯示該會員之姓名與本公司的記錄相同。

以上所收集之個人資料僅用於核實會員身份。本公司確保所有資料嚴格保密處理和保存，並將於週年大會後三個月內被銷毀。

如會員需要更新聯絡資料，請盡快通過電郵 membersenquiry@hkirc.hk 與 HKIRC 聯絡。未能提供所需之證明文件以核實身份將導致您的投票無效。有關遞交證明文件的詳情，可參閱投票表格內的重要備註。

如您對投票和選舉過程有其他疑問，可參閱 HKIRC 網站上的「常見問題解答」，其連結為 https://www.hkirc.hk/zh-hant/our_support/faq/membership/。

颱風及暴雨之安排

如果在二零二一年五月十四日中午十二時至下午七時期間，天文台懸掛八號（或以上）颱風或黑色暴雨警告訊號，二零二一年週年大會將會延期舉行。有關安排如下：

1. 有關週年大會安排之公告將登載於 HKIRC 網站（<http://www.hkirc.hk>）。
2. 有關二零二一年週年大會的另定日期、時間及地點，HKIRC 將盡快以電郵形式通知各會員。

因應新型冠狀病毒之特別安排

如會員或授權代表人親臨出席週年大會，HKIRC 將在大會現場作出以下安排以保障各位出席者：

1. 是次週年大會只供會員(包括公司會員的授權代表及代表) 及 HKIRC 的工作人員參加，非上述人仕不得進入週年大會會場。
2. 是次週年大會不會提供任何食品或飲料。
3. 會員進入會議場地必須於登記處量度體溫，有發燒者不得進入會場。
4. 會員在進場前必須佩戴口罩，並須在整個週年大會進行期間佩戴口罩，否則會員將被要求立即離開會場。
5. 為保持出席者的社交距離，會場的座位將以每個座位保持 1.5 米間距作安排。

本公司將繼續觀察疫情發展，若 HKIRC 董事局合理認為屆時情況不適宜如期舉行二零二一年度週年大會，本公司將會順延舉行週年大會。有關週年大會安排之公告將登載於本公司網站（<http://www.hkirc.hk>）。有關二零二一年週年大會的另定日期、時間及地點，本公司將盡快以電郵形式發送給各會員。

謹代表香港互聯網註冊管理有限公司

行政總裁黃家偉

(若本郵件的英文及中文版本有任何抵觸或不相符之處，一概以英文版本為準。)