

## **THE LAW SOCIETY OF HONG KONG**

### **2023 ANNUAL GENERAL MEETING**

Thursday, 18 May 2023 at 6:15 p.m.

#### **Rules of Meeting**

1. **Members may not make audio, video or electronic recordings, or recordings of any other kind during this AGM.**
2. A transcript of the meeting proceedings will be made available on the Members' Zone of The Law Society website as soon as practicable after the meeting.
3. All electronic devices must be switched off or turned to silent mode to avoid any disturbance to the meeting.
4. Attendance of the AGM is strictly confined to the Law Society's members. Members will each be issued and given a Law Society sticker after they have completed the attendance registration process as evidence of their entitlement to attend the meeting. **Members MUST wear the Law Society stickers at all times during the meeting.** Members who fail to produce the Law Society stickers upon request and those who wish to leave the meeting and return later would necessitate a re-registration process for verification of their identities.
5. Before leaving the AGM venue, **members MUST return any unused voting papers they have already collected to Tricor Investor Services Limited (“Tricor”), our appointed Scrutineers, at the designated counters located next to the exit area.** They can collect the AGM papers at the designated counters upon re-entry.

#### **Opportunity to Speak**

6. Members will be given an opportunity to express their views on any or all of the two resolutions during a single Q&A session, before voting takes place in respect of the resolutions.
7. Around 20 minutes will be allocated in aggregate for members to speak.

8. Members will receive a Q&A name card upon attendance registration. Those who would like to ask questions with respect to the resolutions placed before the meeting are invited to fill in their names on the Q&A name card and put the completed card into one of the boxes placed at the AGM venue for the Q&A session prior to the time allocated for members to speak. **Each member is entitled to submit one card only and he or she can put it in any of the boxes.**
9. When the Chairman opens the question session to the floor, he/she will draw a name from the box or invite a representative to do so. Each member can only speak once.
10. The Chairman will discard a name drawn from the box if the same member has already had the chance to speak once. A member given the opportunity to speak may decline to speak but he/she cannot transfer the opportunity to speak to another member.
11. When a member's name is called, he/she should go to the nearest stand microphone and identify himself/herself before he/she speaks.
12. The Chairman may, in the interests of the efficiency of the meeting, direct a speaker:
  - (a) to indicate concisely, if he or she wishes, that they agree with a previous speaker, in order not to repeat the same points;
  - (b) to confine the content of his or her question to matters relevant to the resolutions before the meeting;
  - (c) to stop if the time allocated for each speaker is up.