

Hybrid AGM

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(A) Requirements Considerations

1. Companies Ordinance Requirements
2. Articles of Association Limitations
3. Social Distancing Regulation Implications



(B) Organisation & Planning Considerations

1. Date of AGM

- Deadline is 9 months from end of financial year
 - Can the AGM be delayed as far as practicable?
 - Can the AGM be held by resolution of all members in writing?



(B) Organisation & Planning Considerations

2. Venue

- Determine the principal place of meeting – need to be specified in Notice of AGM
- Select a venue that allows you to house attendees in different rooms
- Design seating plan – space out for social distancing
- Make sure audio and visual equipment can be set up to enable members who are not together at the same place to listen, speak and vote at the AGM
- Check internet connection at the venue is adequate to support the webcast
- Check that hygiene posters can be put up to remind attendees of COVID-19 measures



(B) Organisation & Planning Considerations

3. Registration of Attendees

- Will pre-registration be arranged?
 - If yes, by post and/or other electronic means
- Arrange for electronic admission process to reduce physical interactions



(B) Organisation & Planning Considerations

4. Proxy

- Encourage members to appoint proxy (usually the AGM Chair) to attend and vote
- Explain this in the Notice of AGM/AGM Circular

5. Q&As

- Ask members to send questions in ahead of the AGM
- Arrange the logistics to receive and respond to questions raised by members



(B) Organisation & Planning Considerations

6. Voting

- Make available voting boxes for members to place their voting forms to reduce physical interactions
- Arrange for electronic voting/online voting
- Determine timing of voting

7. Quorum

- Make sure the quorum number of attendees are registered and remain online (if not physically present) throughout the AGM



(B) Organisation & Planning Considerations

8. COVID-19 Measures

- Before Admission into AGM
 - Temperature screening
 - Health/Travel declaration
 - Hand sanitising
 - Put masks on



(B) Organisation & Planning Considerations

8. COVID-19 Measures

➤ After Admission into AGM

- Keep masks on
- Space out members seating
- Disinfect microphones after each use
- No refreshments
- No souvenirs, money can be donated to charity instead



(C) Planning Ahead

1. Review and amend your Articles of Association to allow for electronic meetings and voting
2. Review and update your AGM documentation (including Notice of AGM, AGM Circular, Proxy Form, Voting Form etc) to ensure your planning considerations are built in and clearly explained
3. Check your server capacity or engage a reliable online platform to facilitate electronic meetings
4. Get a budget for hybrid meetings