



4 July 2007

To: All Members

11th ANNUAL GENERAL MEETING (A.G.M.)

Notice is hereby given that the 11th Annual General Meeting of the Institute of Training Professionals will be held on Friday, 27 July 2007, at the Police Officers' Club, Hung Hing Road, Causeway Bay, Hong Kong, commencing 7:00 p.m. The agenda items are as follows:

Agenda

1. To receive the Chairman's Report.
2. To approve the Financial Statement for the year ending 30<sup>th</sup> June 2007.
3. To elect Executive Committee Members for 2007/2008.
4. To appoint the Auditor for 2007/2008.
5. To transact Any Other Business.

A list of Executive Committee Members of the current year together with a nomination form is enclosed. You are requested to nominate, if any, member(s) whom you would like to propose to be Executive Committee Member for the ensuing year. The closing date to receive the nomination form is 17th July 2007. The Hon. Secretary will contact the nominated member to ensure their willingness to stand for election. A Proxy Form is also enclosed for Member's use if appropriate.

Please note that a dinner of Chinese cuisine will be served immediately after the meeting. The dinner is subsidized by the Institute and a nominal fee of HK\$250- per head will be charged for member and guest. For reservation, please email to [info@itp.org.hk](mailto:info@itp.org.hk) and then send in your cheque payable to the Institute, quoting the event, your name and membership number on the reverse side.

Thank you for your attention and look forward to seeing you at the meeting.

Angela Lee,  
Hon. Secretary

**INSTITUTE OF TRAINING PROFESSIONALS 培訓專業學會**

Room 2507 Richmond Commercial Building, 107, Argyle Street, Mongkok, Hong Kong  
Tel: (852) 2393 3377 Fax: 2309 2799 Web Site: [www.itp.org.hk](http://www.itp.org.hk) Email: [info@itp.org.hk](mailto:info@itp.org.hk)

**Proxy Form**  
**(Annual General Meeting on 27 July 2007)**

I (Full Name) \_\_\_\_\_ of Member of the Institute of Training Professionals hereby appoint (Full Name) \_\_\_\_\_ as my proxy to attend and vote on my behalf for the election of Executive Committee Members at the AGM of the Institute to be held on Friday, 27 July 2007 at 7:00 p.m.

Member's Name \_\_\_\_\_ Membership No. \_\_\_\_\_

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:**

1. To be valid, this proxy form must be completed, signed and returned to the Institute of Training Professionals, Room 2507, Richmond Commercial Building, 107 Argyle Street, Mongkok, Hong Kong not less than 48 hours before the commencement of the AGM.
2. A proxy need not be a Member of the Institute.

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**List of Current Executive Committee Member (2006/2007)**

Continuing Serving Members

Mr. Fred Kwan  
Dr. Denny Chow  
Mr. Alfred Ho  
Ms. Angie Yu  
Mr. Aaron Chiang  
Mr. Sam Ying

Mr. David Lau  
Mr. Richard Lui  
Mr. Sunny Chan  
Mr. Tommy Choy  
Mr. Victor Chan  
Ms. Angela Lee

Retiring Members

Nil

**Nomination Form for Executive Committee Members for 2007/2008**

**Please Note :**

1. Member is entitled to nominate candidate(s), if any, to be Executive Committee Member for the ensuing year. Nominated candidate must be a Member of the Institute.
2. Nominations can be nil or up to a maximum of four candidates.
3. The closing date to receive nomination form is 17th July 2007.
4. Upon completion, please send the nomination form to the Hon. Secretary, Institute of Training Professionals, Room 2507, Richmond Commercial building, 107 Argyle Street, Mongkok, Hong Kong.

| Name of Nominated Candidate(s)<br>(Full Name) | Membership Number<br>(If Known) |
|---|---------------------------------|
|   |                                 |
|   |                                 |
|   |                                 |
|   |                                 |
|   |                                 |

Proposer \_\_\_\_\_ Membership Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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