THE ACTUARIAL SOCIETY OF HONG KONG

To : All Members and the Honorary Auditor
From : The Council
Date : 18 November 2020
Subject : **2020 Annual General Meeting**

We are pleased to inform you that the 2020 Annual General Meeting (the "**AGM**") of the Actuarial Society of Hong Kong (the "**ASHK**") will be held at the office of China Life Insurance (Overseas) Company Limited at 17/F, Tower A, China Life Centre, One Harbour Gate, 18 Hung Luen Road, Hung Hom, Kowloon, Hong Kong on Friday, 11 December 2020 at 12:00 noon.

Enclosed herewith for your perusal is the Notice of the AGM together with its Appendices.

In view of the COVID-19 pandemic, special arrangements for attending the AGM in person will be in place[(A)-(G)]. For instance, no food or drinks will be served or allowed[(G)]. If you wish to attend the AGM in person, please complete and return the reply slip according to the instructions on it on or before 5:30 pm on Friday, 4 December 2020.

Also in view of the COVID-19 pandemic, the AGM will be broadcasted live online. Should you wish to observe the AGM proceedings online, please register here on or before 5:30 pm on Friday, 4 December 2020. Please note only Voting Members[(H)] (or their proxies[(I)]) who attend the AGM in person at the said venue will be eligible to vote. A Member who views the live broadcast without attending the AGM in person and without appointing a proxy will neither be counted as an attendee nor allowed to vote[(J)].

For and on behalf of the Council

Peter Duran
President
Encl.

Notes:

Special Arrangements for Attending the AGM in Person in Light of the COVID-19 Pandemic

(A) Members are requested to consider carefully the risk of attending the AGM, which will be held in an enclosed environment.

(B) Members are requested not to attend the AGM if they have contracted or are suspected to have contracted COVID-19 or have been in close contact with anybody who has contracted or is suspected to have contracted COVID-19.

(C) Mandatory screening of body temperature would be performed onsite at the building entrance prior to the start of the AGM. Members with a body temperature above 37.5 degree Celsius or who exhibit flu-like symptoms may be denied entry into the AGM venue and requested to leave.

(D) Members must wear surgical face masks before entering the AGM venue and throughout the course of the AGM. Members will also be required to sign a Health and Travel Declaration Form onsite.

(E) Appropriate distancing and spacing will be maintained between each attendee at the AGM venue to avoid overcrowding. All attendees are advised to maintain appropriate social distance with each other at all times when attending the AGM.

(F) Special seating arrangement would be made to maintain appropriate physical distance among AGM attendees. As a result, there will be limited capacity for Members to attend the AGM. Registrations will be accepted on a first-come, first-served basis.

(G) No food, drinks or other refreshments will be served or allowed at the AGM.

Voting Member

(H) A Voting Member of the ASHK is either a Fellow Member or an Associate Member.

Proxy

(I) A Voting Member may appoint a proxy (who is a Voting Member) to exercise all or any of the Voting Member's rights to attend and to speak and vote by completing the Proxy Form and returning it according to the instructions on it on or before 12:00 noon on Wednesday, 9 December 2020.

Live Broadcast

(J) The platform for the live broadcast of the AGM only supports viewers to watch and listen, but does not support them to speak and vote. In light of this, and pursuant to the Companies Ordinance (Cap.622) and the ASHK's Articles of Association, a Member who views the live broadcast of the AGM without attending the AGM in person and without appointing a proxy will NOT be considered as an attendee of the AGM. Such a Member will NOT be counted toward the quorum and will NOT be allowed to vote or pose questions during the AGM.

THE ACTUARIAL SOCIETY OF HONG KONG

NOTICE IS HEREBY GIVEN that the 2020 Annual General Meeting of the Actuarial Society of Hong Kong (the "**ASHK**") will be held at the office of China Life Insurance (Overseas) Company Limited at 17/F, Tower A, China Life Centre, One Harbour Gate, 18 Hung Luen Road, Hung Hom, Kowloon, Hong Kong on 11 December 2020 at 12:00 noon for the following purposes:

1. To confirm the minutes of the Extraordinary General Meeting and Annual General Meeting held on 12 December 2019.

2. To receive the Report of the President.

3. To receive and pass the audited accounts for the year ended 30 September 2020.

4. To elect the President.

5. To elect Council Members in place of those retiring.

6. To appoint the Honorary Legal Adviser, Mr. Nathan Dentice (of MinterEllison LLP) for the ensuing year.

7. To appoint the Honorary Auditor, Ernst & Young for the ensuing year.

8. To transact any other ordinary business.

On Behalf of the Council

Peter Duran
President
Date: 18 November 2020

Notes:

Voting Member

(A) A Voting Member of the ASHK is either a Fellow Member or an Associate Member.

Proxy

(B) A Voting Member may appoint a proxy (who is a Voting Member) to exercise all or any of the Voting Member's rights to attend and to speak and vote by completing the Proxy Form and returning it according to the instructions on it on or before 12:00 noon on Wednesday, 9 December 2020.

Appendices

(C) The following documents are appended for your reference:
   (1) Proposed minutes of the Extraordinary General Meeting and Annual General Meeting held on 12 December 2019
   (2) Attendance record of Council Members for calendar year 2020
   (3) Auditor's Report and audited accounts for the year ended 30 September 2020

Election and Nomination (see Article 16 of the Articles of Association adopted on 1 January 2019 (the "**Articles**"))

(D) The following Council Members will retire from the Council on 31 December 2020, and shall be eligible for re-election:
(1) Mr. Foong Sai-Cheong
(2) Mr. Gary Lee Ho Bong
(3) Mr. Kevin Lee
(4) Ms. Nora Li Zhao Ying
(5) Ms. Trinity Pong Yi Ting
(6) Mr. Alexander Wong Kin Pong

(E) The following Council Members will remain in office for calendar year 2021 and shall retire from the Council

on 31 December 2021:
(1) Mr. Steve Cheung Hung Pan
(2) Mr. Dicky Lam Man Ching (If Mr. Dicky Lam successfully becomes the President for calendar year 2021, he can serve one more year as past President and retire on 31 December 2022)
(3) Mr. Simon Lam Yat Tung
(4) Mr. Sam Yeung Shun

on 31 December 2022:
(5) Mr. J. Peter Duran
(6) Mr. Rockson Leung Lok Shuen
(7) Mr. Billy Wong Yuk Lun

(F) Since Mr. Dicky Lam was appointed as the Vice President by the Council for calendar year 2020, subject to the election contemplated in (G) below, he shall become the President for calendar year 2021.

(G) Notwithstanding (F) above, according to Article 16(g) of the Articles, any Fellow Member may stand for election to the office of President at the coming Annual General Meeting, provided that he collects not less than 10% of the total Voting Members' endorsement and is approved by an ordinary resolution of the Voting Members of the Annual General Meeting. For election to the office of President, please complete the Endorsement Form and return the same according to the instructions on it on or before 5:30 pm on Friday, 27 November 2020.

(H) The posts of 6 Council Members for calendar year 2021 will be open for nomination and election at the coming Annual General Meeting. The Vice President shall be appointed by and from the members of the new Council.

(I) According to Article 16(b)(i) of the Articles, candidates for election as Council Members must be nominated by a Voting Member and seconded by another Voting Member of the ASHK and be present at the coming Annual General Meeting or have indicated in writing to the ASHK their willingness to serve if elected. For nominations for the position(s) of Council Member(s), please complete the Nomination Form and return it according to the instructions on it on or before 5:30 pm on Friday, 27 November 2020.