



The Hong Kong Institute of Facility Management Limited

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Patron

The Honourable LUNG Chun Ying, GBS, JP

6 November 2003

Our ref: AGM/111/03

Dear Members

**The 4th AGM & Annual Dinner &
HKIFM FAME Award Presentation Ceremony
on 28 November 2003**

I write to inform you that the nominations for members of the Council for 2003-2004 received in the office of the Institute on or before 5.00 p.m. on 23 October 2003 (Thursday) has now been incorporated in the Final Nominations as follow:

Officers/ Members

President
Vice-President
Honorary Secretary
Honorary Treasurer
Ordinary Members

Nominee

Mr SO Hung Fai, F.PFM
Mr CHAN Jor Kin Kenneth, F.PFM
Mr CHAN Kwok Hung Kenny, PFM
Mr IP Man Ching, F.PFM
Mr HO Siu Leung Nelson, F.PFM
Mr IP Chi Kay Andrew, F.PFM
Mr LOW Hon Wah, F.PFM
Mr SIT Wing Hang Alfred, F.PFM
Mr SUN Kin Sang Kingston, F.PFM
Dr THEN Shiem Shin Danny, F.PFM

As the number of nominations equal to the number of vacancies available, no voting shall be required.

I also attach the Notice of AGM for your reference and would like to take this opportunity to invite you to join the Annual Dinner and the HKIFM FAME Award Presentation Ceremony which will be held after the AGM at the same venue. We have great pleasure to have Mr Paul S W Leung, SBS, JP, the Chief Executive of Hong Kong Philharmonic Orchestra, to be our Chief Guest of Honour for the event. Enclosed please find the reservation form and the agenda for your earliest reservation.

Thank you for your continuous support.

Yours sincerely

Chan Jor Kin Kenneth
Honorary Secretary

Encl



THE HONG KONG INSTITUTE OF FACILITY MANAGEMENT
Notice of Annual General Meeting

Notice is hereby given under Bye-Law 28 for the Annual General Meeting to be held on 28 November 2003 (Friday) at 6:00 p.m. at the Dynasty Club, Imperial City, South East Tower, Convention Plaza, Wanchai, HK.

Agenda

1. Apology
2. The minutes of the 3rd AGM
3. The Council's Report
4. The Honorary Treasurer's Report
5. Announcement of Election of the Office Bearers & Council Members for 2003/2004
6. Appointment of Auditor
7. Any Other Business

A handwritten signature in blue ink, appearing to be 'W. Chan', is written over a horizontal line.

Honorary Secretary
6 November 2003