

Notice of meeting for the large-scale maintenance procurement resolution (Sample)

[Heading]

重要提示 Important Reminder¹

[Name of the building] (Address)
Notice of meeting for _____
(description of the procurement)

In accordance with the Building Management Ordinance, the notice of meeting for the procurement _____ is now issued as follows and owners are invited to attend accordingly:

Date:

Time:

Venue:

[Further description for the procurement]

**[if the resolution is to decide whether a tender submitted for any large-scale maintenance procurement is to be accepted or not:*

List of valid tenders

(Please add new columns or rows if appropriate)

Valid tender as of [Date of this notice]	Estimated amount to be contributed from the building management fund	Estimated apportioned amount that each of the owners is to contribute in addition to a contribution from the building management fund
1. Tender A	\$XX	\$XX
2. Tender B	\$XX	\$XX

]

**[if the resolution is to decide on whether a tender for the procurement of large-scale maintenance shall be varied or terminated:*

Financial liability incurred due to the relevant variation or termination of the contract

Estimated amount to be contributed from the building management fund	Estimated apportioned amount that each of the owners is to contribute in addition to a contribution from the building management fund
\$XX	\$XX

]

*Delete where appropriate.

¹ If the notice of meeting covers a number of agenda items, please put the heading “Important Reminder” before the description of the proposed resolution on large-scale maintenance procurement.

Please note that in accordance with the Building Management Ordinance, resolution related to the large-scale maintenance procurement resolutions are subject to a voting-in-person threshold, i.e. 5% of the owners or 100 owners (whichever is less) must vote personally to pass the resolution. A corporate flat owner can authorize a natural person to attend and vote personally at the meeting. The relevant authorization notice can be obtained at _____. The signed authorization notice must be delivered to the secretary of the management committee / the responsible person for the meeting at least 48 hours before the time of the meeting (Address: _____).