

Points to Note to Owners when Appointing Proxies (Sample)

1. Please note the importance of your voting right and exercise such right in person as far as possible.
2. You should give careful consideration to the appointment of proxy and should only appoint a person whom you trust with a view to ensuring that the proxy would act in your best interests.

Statement of Purposes in respect of Collection of Personal Data (Sample)

(to be attached to each proxy instrument, for reference only)

Purpose of Collection

1. This instrument is to be used by you (the owner) to appoint a proxy to attend the general meeting of the owners' corporation (OC)/the annual general meeting of the OC and any adjourned meeting (if applicable). Your proxy will form the quorum and vote on your behalf at the meeting.
2. The chairman and/or secretary of the management committee (MC) of the OC (and the Deed of Mutual Covenant (DMC) manager/property management company (PMC) providing assistance) may follow up on the personal data you provided in this instrument and, if necessary, will contact you for the purpose of verifying the validity of the appointment of your proxy.
3. You, the proxy appointed, the chairman and/or secretary of the MC (and the DMC manager/PMC providing assistance), the Authority and an authorized officer under the Building Management Ordinance (Cap. 344) may also inspect the instrument (and any copy of it) for the purpose of dealing with any matters relating to the validity of the proxy instrument.

Consent of your Proxy

4. You should obtain the consent of your proxy in using his/her personal data provided in this instrument, and provide your proxy with this statement, informing him/her of the purpose for collecting his/her personal data.

Classes of Transferees

5. The OC and its MC may disclose the personal data you provided in this instrument to other owners of this building for the purpose mentioned in paragraph 3 above.

¹¹ The best practices under Annex C should also be applicable to meeting of the owners for appointing management committee and Form 1 in Schedule 1A to the BMO, with necessary and suitable adaptations to be made.

Access to Personal Data

6. You have the rights of access and correction to the personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance (Cap. 486). Your right of access includes the right to obtain a copy of your personal data provided in this instrument.

Enquiries

Enquiries concerning the personal data collected by means of this instrument, including requests for access to and correction of data, should be directed to the MC secretary (Telephone Number:)

I (the owner) have read and agree with the above.

Name of owner:

Signature of owner:

I (the proxy) have read and agree with the above.

Name of proxy:

Signature of proxy: