

表格 2
就法團會議委任代表的文書
瑜翠園業主立案法團

本人 / 我們 _____ (業主姓名)，為瑜翠園 _____ 座
_____ 樓 _____ 單位*[及車位編號 _____]
之業主，現委任 _____ (代表姓名) *[如他未能出席，則委任
_____ (替代代表姓名)]為本人 / 我們的代表，出席於 2025 年
2 月 15 日舉行的瑜翠園業主立案法團的[*特別業主大會/業主周年大會] *[及任何延會]
並代表本人 / 我們投票。

_____ 年 _____ 月 _____ 日

請填妥此表格後，於 2025 年 2 月 13 日晚上 8 時 30 分或之前交到服務處。

(業主簽署)

*刪去不適用者

FORM 2
INSTRUMENT OF PROXY FOR MEETINGS OF CORPORATION
The Incorporated Owners of Peridot Court

I/We, _____ (name(s) of owner(s)), being the owner(s) of
Unit _____ Floor _____ Block _____ *(and Carpark No - _____)
of Peridot Court, hereby appoint _____ (name of proxy)*[or failing
him _____ (name of alternative proxy)], as my/our proxy to attend
and vote on my/our behalf at the *(Extra-Ordinary General Meeting/ ~~Annual General~~
~~Meeting~~) of The Incorporated Owners of Peridot Court, to be held on February 15, 2025
*(and at any adjournment thereof).

Date: _____

(Signature of owner(s))

Please complete and return the form to Management Services Office on or before 8:30p.m. on February 13, 2025.

* Delete where inapplicable.

收集個人資料目的說明

收集資料的目的

1. 本文書供你/你們委任代表，出席本建築物業主立案法團的業主大會/業主周年大會及任何延會(如適用)。代表你/你們出席業主會議的人士會組成會議的法定人數，並代表你/你們投票。
2. 業主立案法團管理委員會(管委會)主席及/或秘書或會跟進你/你們所提供的個人資料，並會在有需要時與你/你們聯絡，以查證你/你們所作出的委任是否有效。

取得委任代表的同意

3. 你/你們在本文書提供有關委任代表的個人資料前，應取得他/她的同意，並向他/她提供本說明文件，解釋收集其個人資料的目的和用途。

資料轉交的對象

4. 你/你們在本文書提供的個人資料，業主立案法團和其管委會可能會為上文第 2 段所述的目的而向建築物其他業主及/或其他有關人士和團體披露。

查閱個人資料

5. 根據《個人資料(私隱)條例》(第 486 章)第 18 條、第 22 條及附表 1 第 6 原則的規定，你/你們有權查閱和改正個人資料，你/你們查閱資料的權利，包括索取你/你們在本文書所提供的個人資料的副本。

查詢

6. 如對本文書所收集的個人資料有任何查詢，包括要求查閱和改正資料，可與管委會秘書聯絡（電話：2458 7256）

Statement of Purposes in respect of Collection of Personal Data

Purpose of Collection

1. This instrument is to be used by you to appoint a proxy to attend the general meeting of the corporation/the annual general meeting of the corporation 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 owners' corporation (OC) 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.

Consent of your Proxy

3. 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

4. The OC and its MC may disclose the personal data you provided in this instrument to other owners of this building, and/or other relevant persons and bodies for the purposes mentioned in paragraph 2 above.

Access to Personal Data

5. 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

6. 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 secretary of the MC (Telephone Number: 2458 7256).