

瑜翠園業主立案法團第十一屆管理委員會特別業主大會投票授權及意向書

The Authorization Letter & Letter of Intent for The 11th Management Committee of The Incorporated Owners of Peridot Court Extraordinary General Meeting of Owners

日期：2025年2月15日

Date: February 15, 2025

(只適用於授權服務處代表出席大會人士，請連同“就法團會議委任代表的文書”一併遞交)
(Applicable for those who authorize The Management Services Office as a representative to attend the meeting. Please submit along with “Instrument of Proxy for meetings of corporation”)

致：瑜翠園服務處

To: Peridot Court Management Services Office

本人/我們 _____ (業主姓名) 為瑜翠園 _____ 座 _____ 樓 _____ 單位* [及車位編號 _____] 的註冊業主，屆時：

I/We, _____ (name(s) of owner(s)), being the owner(s) of Unit _____ Floor _____ Block _____ * (and Carpark No - _____) of Peridot Court. At the time,

1. 本人/我們因無暇出席是次業主大會，並授權予瑜翠園服務處代表 _____ (代表姓名) 為本人/我們出席上述業主大會，但不獲授權就議決事項投票。

☐ I/We shall not be available to attend the meeting, and authorize _____ (name of proxy) from Peridot Court Management Services Office to represent me/us to attend the said meeting only, but is not authorized to vote.

2. 本人/我們因無暇出席是次業主大會，並授權予瑜翠園服務處代表 _____ (代表姓名) 為本人/我們出席上述業主大會，並由該代表按本人/我們以下意向代為投票：

☐ I/We shall not be available to attend the meeting, and authorize _____ (name of proxy) from Peridot Court Management Services Office to represent me/us to attend the said Owners' Meeting and authorize the said person to act faithfully in accordance with the instruction to vote as follows:

議程 2 議決聘用屋苑清潔服務 2 年合約承辦商：

Agenda 2 To resolve the appointment of contractor for a 2-year Cleaning Services Contract:

☐ (A) 丞美服務(香港)有限公司 Shiny Glory Services (Hong Kong) Limited	☐ (B) 張記環保有限公司 Cheung Kee Environmental Limited	☐ (C) 綠嶺環保服務(香港)有限公司 Greenland Environmental Services (HK) Limited
☐ (D) 利興環境服務有限公司 Li Hing Environmental Services Co. Ltd.	☐ (E) 凱聯環保服務有限公司 Hoi Luen Environmental Services Ltd.	☐ (F) 恒信環保服務有限公司 Hang Shun Environmental Services Limited
☐ (G) 漢昇清潔集團有限公司 Hon Sing Cleaning Holdings Limited	☐ (H) 力新清潔有限公司 Nixon Cleaning Company Limited	☐ (I) 中薈環保服務有限公司 Chung Hui Environmental Services Limited

議程 3 議決聘用屋苑保安 2 年服務合約承辦商

Agenda 3 To resolve the appointment of contractor for a 2-year Security Services Contract :

☐ (A) 隆天保安有限公司 Prospect Team Limited	☐ (B) 保安網有限公司 Safe Platform Company Limited	☐ (C) 中國海外保安有限公司 China Overseas Security Services Ltd.
☐ (D) 海安護衛有限公司 Hoi On Security Company Limited	☐ (E) 信和護衛有限公司 Sino Security Services Ltd.	☐ (F) 正誠保安服務有限公司 F.H. Security Services Co. Ltd
☐ (G) 威智護衛有限公司 Wise Security Limited		

業主簽署(Owner(s) Signature) : _____

日期 (Date) : _____

☐ 請於適當方格加上“✓”號

Please mark the appropriate box with a tick (✓)

請留意背頁之注意事項

Please note the important information on the back page

注意事項：

1. 此授權及意向書簽署式樣必須與服務處之記錄相同。
2. 授權及意向書正本請於二零二五年二月十三(星期四)晚上 8 時 30 分或以前交予服務處，副本恕不接受。
3. 業主如為註冊公司，授權及意向書上必須蓋上公司印章。
4. 物業如為聯名業主，務請所有註冊業主均在授權書上簽署，否則(i)由其中一名聯名業主委任另一名聯名業主投票；或(ii)將以登記在田土廳記錄內之首名業主為準。

Note:

1. The signature of this Authorization Letter & Letter of Intent must be same as the record kept at the Management Services Office.
2. The original copy of this Authorization Letter & Letter of Intent shall be returned to the Management Services Office at or before 8:30 pm on February 13, 2025 (Thursday). Duplicate will not be accepted.
3. If the owner is a registered company, Authorization Letter & Letter of Intent must have company chop.
4. If the premises is jointly owned, all registered owners are required to sign in the Authorization Letter & Letter of Intent.

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).