Notice of an Owners’ Meeting (Sample) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

To: The owners

Notice of an Owners’ Meeting of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of building)

at [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_] (address of building) to be convened in accordance with section 3 of the Building Management Ordinance Notice is hereby given pursuant to section 3 of the Building Management Ordinance (BMO) that a meeting of owners of the above-mentioned building will be held.

Details are as follows –

Date:

Time:

Venue:

The meeting is convened for the purpose of forming an owners’ corporation and appointing a management committee consisting of a chairman, a vice-chairman (subject to the passage of a resolution by owners on the establishment of the office), a secretary, a treasurer and other members in compliance with section 3 of the BMO.

It will also discuss and pass the resolutions for the matters related to the incorporation of owners. The agenda of the meeting is as follows –

(1) To resolve on the formation of an owners’ corporation and the appointment of a management committee

(2) To resolve on the number of members of the management committee

(3) To resolve on the appointment of members of the management committee

(4) To resolve on the establishment of the office of vice-chairman of the management committee

(5) to resolve on the appointment of a chairman of the management committee

(6) to resolve on the appointment of a vice-chairman of the management committee (subject to the passage of a resolution on the establishment of the office) (7) to resolve on the appointment of a secretary of the management committee (8) to resolve on the appointment of a treasurer of the management committee