

**Updated Notice of the  
Forty-Eighth Annual General Meeting  
to be held on 28 April 2020**

8 April 2020

On 18 March 2020, we gave notice that the Forty-Eighth Annual General Meeting (**AGM**) of the Chartered Institute of Arbitrators (East Asia Branch) would be held at 6:15pm on Thursday 16 April 2020 at the Hong Kong International Arbitration Centre, at 38/F Two Exchange Square, 8 Connaught Place, Central, Hong Kong.

Since then, COVID-19 has continued to impact Hong Kong. The Hong Kong Government has imposed measures to help minimize the risk of COVID-19 spreading in the community. Some companies and firms have asked staff to work from home and cancelled all face to face meetings. HKIAC has now also suspended use of its premises for meetings or events involving large numbers of people for the time being, at least until the end of April.

The health and safety of our members is of top priority to us. With this in mind, the East Asia Branch has decided that this year's AGM will be hosted by the Office bearers at HKIAC and with all other members attending by Zoom. We will send details of how to connect via Zoom once you have registered using the Reply slip.

Given this change of format, East Asia Branch has decided to reschedule the AGM until **28 April 2020**. We hope this gives members additional time should they wish to submit any questions in advance. Given that the AGM will be conducted by **Zoom**, the approach to voting and asking questions will need to differ from the approach at a face to face meeting, and we will set out the approach when we commence the meeting.

The **agenda** remains the same. It will be as follows:

1. To approve the Minutes of the Forty-Seventh Annual General Meeting.
2. To receive the Branch Chairman's Report.
3. To receive the accounts for the period ended 31 December 2019.\*
4. To consider and adopt the Branch Chairman's Report.
5. To consider and adopt the accounts for the period ended 31 December 2019.
6. To appoint the Branch Committee Members for the 2020/2021 session.
7. To appoint the Honorary Auditor.
8. To transact any other necessary business.

(\*These will be posted on our website at [www.ciarbasia.org](http://www.ciarbasia.org) in mid-April, about 10 days before the AGM. The Minutes of the Forty-Seventh Annual General Meeting and the Branch Chairman's Report have already been posted on our website.)

Without prejudice to any question being raised at the AGM, the Chairman is prepared to deal with questions in advance. The Branch Chairman's Report prepared by the Chairman has already been posted on the Branch website. Any question in advance should be sent to us by post, by fax or by email at 38<sup>th</sup> Floor, Two Exchange Square, Central, Hong Kong, Fax No. 2524-2171, email: [ciarb@hkiac.org](mailto:ciarb@hkiac.org). The questions and answers will be posted on our website at [www.ciarbasia.org](http://www.ciarbasia.org).

I look forward to seeing you all via Zoom on **28 April 2020**. Please complete and return the attached Reply Slip so that we have an idea of the numbers attending so we can arrange the appropriate number of Zoom connections. We will then send you the details of how to connect via Zoom.

We thank you for your understanding during these difficult times.

Yours sincerely

Donovan Ferguson  
Branch Secretary

Enclosure

**Updated Reply Slip**

**Forty-Eighth Annual General Meeting of the Chartered Institute of Arbitrators (East Asia Branch to be held on 28 April 2020 via Zoom**

Fax to (852) 2524-2171 or Email to [ciarb@hkiac.org](mailto:ciarb@hkiac.org) (email would be preferable, if possible, as it will be easier to reply to you with the connection details for the Zoom meeting)

AGM commencing at 6:15pm.

I, \_\_\_\_\_ will attend the above meeting via Zoom.

Fax \_\_\_\_\_ email \_\_\_\_\_