**By email only**

[dd month Year]

**To all Members and friends of IWIRC – [Hong Kong] Network (“IWIRC”)**

**A Network of the International Women's Insolvency & Restructuring Confederation**

**[2021] Annual General Meeting of Members**

An Annual General Meeting of Members of IWIRC (“**AGM**") will be held at [Address] and by way of video conference, on [Day Date at Time]

The AGM is a chance for the members and friends of IWIRC to get together to discuss the events and achievements of [2021], and also for *Members* to vote to constitute the Board of IWIRC (the “**Board**”) for [2022].

We welcome friends of IWIRC to attend the AGM, however only current Members may vote with respect to resolutions put before the AGM. If you are unsure whether you are a current member of IWIRC International or for information on how to join at our currently reduced membership rates of US$100 per annum (reduced from US$250 per annum), please contact [IWIRC Network Email].

We enclose the following documents:

1. Notice of Meeting

2. General Proxy form

3. Special Proxy form

4. Agenda

5. Short biography details for the candidates to the [2022] Board for your consideration.

Nominations have been received for the various Board positions as detailed in the table below. Each of these candidates is a current member of IWIRC and is therefore eligible to serve on the Board, or alternatively has confirmed that they will become a member prior to the AGM (or will be ineligible for appointment).

**[2022] BOARD NOMINATIONS**

| **Position** | **Name** | **Firm** |
| --- | --- | --- |
| Co-Chairs (two positions available) |  |  |
| Co-Chairs (two positions available) |  |  |
| Vice Chair (one position available) |  |  |
| Treasurer (one position available) |  |  |
| Secretary (one position available) |  |  |
| Communications Co-Chair (two positions available) |  |  |
| Communications Co-Chair (two positions available) |  |  |
| Membership Chair/Chair of Membership Committee Bureau (one position available) |  |  |
| General Members (seven positions available) |  |  |
| General Members (seven positions available) |  |  |
| General Members (seven positions available) |  |  |
| General Members (seven positions available) |  |  |
| General Members (seven positions available) |  |  |
| General Members (seven positions available) |  |  |
| General Members (seven positions available) |  |  |

If you wish to have a proxy attend the Meeting and vote on your behalf at the Meeting, please complete the general or special proxy form and either:

* return the proxy to [Secretary (email)] no later than [**5p.m. on Date, Time];** or.
* hand deliver the proxy to the Chairperson of the Annual General Meeting on [ Day, Date] immediately prior to the commencement of the Annual General Meeting.

Please note that for each position on the Board each Member shall only have one vote (so, for example, to complete the special proxy form you should vote in favour ("for") to the resolution appointing your preferred candidate for each role, and either vote “no” or “abstain”, or leave blank, all other resolutions appointing candidates to that position).

Votes from an incorrectly completed proxy form will not be counted.

Should you have any queries or require any further information, please contact [Secretary] on [contact].

For and on behalf of
**IWIRC – [Hong Kong] Network**