

**COMPANIES ORDINANCE (Cap. 622)**

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Company limited by guarantee  
without a share capital

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**ARTICLES OF ASSOCIATION**

**of**

**Pro Bono HK Limited**

公益法香港有限公司

(herein referred to as "the company")

## INTERPRETATION

1. In these articles:

*alternate* and *alternate director* mean a person appointed by a director as an alternate under article 37.1 hereof;

*appointor* see article 37.1 hereof;

*articles* means the articles of association of the company;

*director* includes any person occupying the position of director or member of the governing body of the company (by whatever name called);

*mental incapacity* has the meaning given by section 2(1) of the Mental Health Ordinance (Cap. 136);

*mentally incapacitated person* means a person who is found under the Mental Health Ordinance (Cap. 136) to be incapable, by reason of mental incapacity, of managing and administering his or her property and affairs;

*Ordinance* means the Companies Ordinance (Cap. 622); and

*proxy notice* see article 59.1 hereof.

2. Other words or expressions used in these articles have the same meaning as in the Ordinance as in force on the date these articles become binding on the company, and all times, dates are in references to the time and date in Hong Kong and, where relevant, measured accordingly.
3. For the purposes of these articles, a document is authenticated if it is authenticated in any way in which section 828(5) or 829(3) of the Ordinance provides for documents or information to be authenticated for the purposes of the Ordinance.
4. The articles set out in Schedule 3 of the Companies (Model Articles) Notice (Cap. 622H) do not apply to the company.

## NAME

5. The English name of the company is “Pro Bono HK Limited” and the Chinese name is “公益法香港有限公司”.

## REGISTERED OFFICE

6. The registered office of the company will be situated in Hong Kong.

## OBJECTS

7. The objects for which the company is established are, on a non-profit making basis:

7.1 for the relief of the poverty and the impotent, for the benefit of the Hong Kong community, to assist impoverished, distressed or vulnerable individuals and groups in the Hong Kong community who are marginalized, disadvantaged or lack sufficient financial or other resources, or access to such resources, to adequately protect, advance or represent their rights and interests, including (but not limited to) the following:

- (a) the homeless or those living in poverty;
- (b) those institutionalized as prisoners or detainees, or by reason of mental incapacity;
- (c) the elderly, minors and children;

- (d) ethnic, racial, religious, or sexual minorities;
  - (e) the physically or mentally challenged; and
  - (f) the powerless, the persecuted, the sick or those who are the victims of disaster or distress.
- 7.2 for the advancement of education and on a non-profit making basis, to promote, engage in and sponsor research (the research findings are disseminated to the public) and projects to advance law in the public interest, broaden access to justice and improve the understanding and exercise of legal rights in the Hong Kong community, provided that the recipients of the funding of the company which are organisations shall prohibit the distribution of their income and property amongst their members to an extent at least as great as is imposed on the company under or by virtue of article 9 and article 12 hereof; and
- 7.3 in furtherance of the objects of the company but not otherwise, to do all such other lawful things as are incidental or conducive to the attainment of the above.

## **POWERS**

- 8.** In furtherance of all or any of the company's objects, but not otherwise, the company shall have powers on a non-profit making basis to:
- 8.1 sell, purchase, lease, exchange, hire or otherwise acquire any property or service;
  - 8.2 manage, improve and maintain all or any part of the property belonging to the company and to demise, let, exchange, mortgage, sell or otherwise deal with or dispose of the same, either together or in portions, and for such consideration as the company considers fit;
  - 8.3 take such steps by personal or written appeals, public meetings, functions, events or otherwise, as from time to time deemed expedient for the purpose of procuring contributions to the funds of the company in the nature or by way of donations, sponsorship, contributions, donations, subscriptions, endowments, devises, gifts and bequests of any property or otherwise, whether they are real, personal or pecuniary and whether or not subject to any trust;
  - 8.4 accept and receive contributions, donations, subscriptions, endowments, devises, gifts and bequests of any property, whether real, personal or pecuniary and whether or not subject to any trust;
  - 8.5 invest and deal with the moneys of the company not immediately required for the objects of the company and in such proper and prudent manner as is from time to time determined;
  - 8.6 undertake and execute any trusts or to act as custodian trustee or manager of any property or fund which is lawfully undertaken by the company and are conducive to its objects;
  - 8.7 subject to article 9 hereof, employ and remunerate and, if thought fit, dismiss and replace with others, such staff as the company considers fit, and retain any professional or non-professional advisers or consultants as considered expedient;
  - 8.8 establish, support, acquire, merge with or enter into any partnership or joint venture with, any charitable trusts, associations or institutions having objects similar to those of the company, provided that such charitable trusts, associations or institutions shall prohibit the distribution of its income and property amongst its or their members to an extent at least as great as is imposed on the company under or by virtue of articles 9 and 12 hereof;
  - 8.9 work with governments, agencies, associations, non-profit making organizations, charitable trusts, associations or institutions, companies and any other organization, entities or persons;

- 8.10 establish any subsidiary and establish, support and maintain any representative or branch offices of the company anywhere in the world and engage in any other activities necessary for furthering the objects of the company provided that none of the funds of the company shall subscribe to any such entities which do not prohibit the distribution of their income and property amongst their members to an extent at least as great as is imposed on the company under or by virtue of articles 9 and 12 hereof;
- 8.11 apply for, develop, purchase, or otherwise acquire any patents, patent, rights, copyrights, trademarks, formulas, licenses, concessions, trade secrets or the like, which are required for the furtherance of the objects of the company and to use, exercise, develop, or grant licenses in respect of, or otherwise turn to account, the property, rights or information so acquired on a non-profit making basis;
- 8.12 open and operate banking accounts, draw, make, accept, endorse, discount, execute, and issue cheques, promissory notes, bills of exchange, bills of lading, and other negotiable or transferable instruments;
- 8.13 make any charitable donation or gift either in cash, assets or services provided that the recipient(s) which are organisations shall prohibit the distribution of their income and property amongst their members to an extent at least as great as is imposed on the company under or by virtue of articles 9 and 12 hereof;
- 8.14 maintain records of income and expenditure (including donation receipts), maintain proper accounting books and compile financial statements, collect, process, disclose, transfer and maintain records relating to staff, volunteers and beneficiaries, including records containing personal data;
- 8.15 borrow any money required for the objects of the company upon such terms and on such securities as the company considers fit;
- 8.16 repay or refund to persons who have advanced or subscribed money for the purpose of meeting the preliminary expenses of the formation and registration of the company;
- 8.17 enter into, make, perform and carry out lawful contracts or arrangements of every sort and kind with any person;
- 8.18 obtain any rights, privileges, licences, permits and concessions and to carry out, exercise, and comply with any such rights, privileges, licences, permits and concessions;
- 8.19 carry on activities using its company name, as well as using or incorporating any project name, trademark, banner and logo lawfully available to the company (whether by ownership, licence or otherwise) for such purpose;
- 8.20 establish, prepare, organize, promote, produce or participate, either alone or in conjunction with any other person: (i) courses, seminars and training; (ii) audio and visual programs, internet and social media platforms; (iii) research and investigation and disseminate the information or result for public benefit; (iv) newspapers, books, circulars, leaflets or other literature (in print or electronic format); and (v) exhibitions, concerts, charity sales, banquets, contests and/or competitions, in furtherance and promotion of the objects of the company;
- 8.21 establish, maintain, promote, and operate, either alone or in conjunction with any other person, community learning centres (both mobile and fixed), websites, media platforms and other educational facilities and institutions, in furtherance and promotion of the objects of the company provided that such community learning centres, websites, media platforms and other educational institutions shall prohibit the distribution of their income and property amongst their members to an extent at least as great as is imposed on the company under or by virtue of article 9 and article 12 hereof; and
- 8.22 carry on all other activities, or take any other action of any nature whatsoever which is not prohibited by law or required to be expressly stated herein provided that:

- (a) in case the company shall take or hold any property which may be subject to any trusts, the company will only deal with or invest the same in such manner as allowed by law, having regard to such trusts; and
- (b) the objects of the company shall not extend to the regulation of relations between workers and employers or organizations of workers and organizations of employers.

#### **APPLICATION OF INCOME AND PROPERTY**

**9.** The company is a non-profit making organization and accordingly:

- 9.1 the income and property of the company, however derived, shall be applied solely towards the promotion of the objects of the company as set forth in these articles;
- 9.2 subject to articles 9.4 and 9.5 hereof below, no portion of the income and property of the company shall be paid or transferred directly or indirectly, by way of dividend, bonus, or otherwise howsoever, to the members of the company;
- 9.3 no director or member of the governing body of the company shall be appointed to any salaried office of the company, or any office of the company paid by fees and no remuneration or other benefit in money or money's worth (except as provided in article 9.5 hereof below) shall be given by the company to any director or member of the governing body of the company;
- 9.4 nothing herein shall prevent the payment, in good faith, by the company of reasonable and proper remuneration to any officer or servant of the company, or to any member, not being a director or member of the governing body of the company (except as provided in article 9.5 hereof below), in return for any services actually rendered to the company;
- 9.5 nothing herein shall prevent the payment, in good faith, by the company:
  - (a) to any director or member of the governing body of the company who volunteers his or her time for the benefit of the company, of out-of-pocket expenses, including the expenses referred to in article 36.1 hereof;
  - (b) of interest on money lent by any director or member of the governing body of the company at a rate per year not exceeding 2% above the prime rate prescribed for the time being by The Hongkong and Shanghai Banking Corporation Limited for Hong Kong dollar loans; or
  - (c) of reasonable and proper rent for premises demised or let by any director or member of the governing body of the company; and
- 9.6 no person shall be bound to account for any benefit he or she may receive in respect of any payment properly paid in accordance with articles 9.4 and 9.5 hereof above.

#### **LIMITED LIABILITY**

**10.** The liability of the members is limited.

## **CONTRIBUTION TO ASSETS**

- 11.** Every member of the company undertakes to contribute to the assets of the company in the event of the same being wound up while he or she is a member, or within one year after he or she ceased to be a member, for payment of the debts and liabilities of the company contracted before the time at which he or she ceases to be a member, and of the costs, charges and expenses of winding up, and for the adjustment of the rights of the contributories among themselves, such amount as may be required, but not exceeding the sum of one Hong Kong Dollar (HK\$1).

## **APPLICATION OF EXCESS PROPERTY**

- 12.** If upon the winding up or dissolution of the company there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the company, but shall be given or transferred to some other institution or institutions which have charitable objects similar to the objects of the company and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as is imposed on the company by virtue of article 9 hereof and this article, such institution or institutions to be determined by the members of the company at or before the time of the dissolution or in default thereof by a Judge of the High Court of the Hong Kong Special Administrative Region having jurisdiction in regard to charitable funds and, if and so far as effect cannot be given to the aforesaid provision, then to some charitable object.

## **NUMBER OF MEMBERS**

- 13.** For the purposes of registration, the number of members is declared not to exceed 25, but the directors may, from time to time, register an increase in the number of members in accordance with section 114 of the Ordinance.

## **DIRECTORS AND COMPANY SECRETARY**

### **DIRECTORS' POWERS AND RESPONSIBILITIES**

**14. Directors' general authority**

- 14.1 Subject to the Ordinance and these articles, the operations and affairs of the company are managed by the directors, who may exercise all the powers of the company.
- 14.2 An alteration of these articles does not invalidate any prior act of the directors that would have been valid if the alteration had not been made.
- 14.3 The powers given by this article are not limited by any other power given to the directors by these articles.
- 14.4 A directors' meeting at which a quorum is present may exercise all powers exercisable by the directors.

**15. Members' reserve power**

- 15.1 The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.
- 15.2 The special resolution does not invalidate anything that the directors have done before the passing of the resolution.

**16. Directors may delegate**

- 16.1 Subject to these articles, the directors may, if they think fit, delegate any of the powers that are conferred on them under these articles:
- (a) to any person or committee;
  - (b) by any means (including by power of attorney);
  - (c) to any extent and without territorial limit;
  - (d) in relation to any matter; and
  - (e) on any terms and conditions.
- 16.2 If the directors so specify, the delegation may authorize further delegation of the directors' powers by any person to whom they are delegated.
- 16.3 The directors may:
- (a) revoke the delegation wholly or in part; or
  - (b) revoke or alter its terms and conditions.

**17. Committees**

- 17.1 The directors may make rules providing for the conduct of business of the committees to which they have delegated any of their powers.
- 17.2 The committees must comply with the rules.

**DECISION-TAKING BY DIRECTORS**

**18. Directors to take decision collectively**

- 18.1 A decision of the directors may only be taken:
- (a) by a majority of the directors at a meeting; or
  - (b) in accordance with article 19 hereof.

**19. Unanimous decisions**

- 19.1 A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other (either directly or indirectly) by any means that they share a common view on a matter.
- 19.2 Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.
- 19.3 A reference in this article to eligible directors is a reference to directors who would have been entitled to vote on the matter if it had been proposed as a resolution at a directors' meeting.
- 19.4 A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at a directors' meeting.

**20. Calling directors' meetings**

- 20.1 Any director may call a directors' meeting by giving notice of the meeting to the directors or by authorizing the company secretary to give such notice.
- 20.2 Notice of a directors' meeting must indicate:
- (a) its proposed date and time; and
  - (b) where it is to take place.
- 20.3 Notice of a directors' meeting must be given to each director, but need not be in writing.

**21. Participation in directors' meetings**

- 21.1 Subject to these articles, directors participate in a directors' meeting, or part of a directors' meeting, when:
- (a) the meeting has been called and takes place in accordance with these articles; and
  - (b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.
- 21.2 In determining whether directors are participating in a directors' meeting, it is irrelevant where a director is and how they communicate with each other.
- 21.3 If all the directors participating in a directors' meeting are not in the same place, they may regard the meeting as taking place wherever any one of them is.
- 21.4 At the request of any director, a meeting of the board of directors or any committee of the board shall be held by means of such telephone, electronic or other communication facilities as permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously, and participation in such a meeting shall constitute presence in person at such meeting.

**22. Number of directors and quorum for directors' meetings**

- 22.1 The company must have at least 3 directors.
- 22.2 Subject to article 23.1, at a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.
- 22.3 Subject to article 23.1, the quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must be at least 3, and unless otherwise fixed it is 3.

**23. Meetings if total number of directors less than quorum**

- 23.1 If the total number of directors for the time being is less than the quorum required for directors' meetings, the directors must not take any decision other than a decision:
- (a) to appoint further directors; or
  - (b) to call a general meeting so as to enable the members to appoint further directors.

**24. Chairing of directors' meetings**

- 24.1 The directors may appoint a director to chair their meetings.
- 24.2 The person appointed for the time being is known as the chairperson.



- 24.3 The directors may terminate the appointment of the chairperson at any time.
- 24.4 If the chairperson is not participating in a directors' meeting within 10 minutes of the time at which it was to start or is unwilling to chair the meeting, the participating directors may appoint one of themselves to chair it.

**25. Chairperson's casting vote at directors' meetings**

- 25.1 If the numbers of votes for and against a proposal are equal, the chairperson or other director chairing the directors' meeting has a casting vote.
- 25.2 Article 25.1 hereof does not apply if, in accordance with these articles, the chairperson or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

**26. Alternates voting at directors' meetings**

- 26.1 A director who is also an alternate director has an additional vote on behalf of each appointor who:
- (a) is not participating in a directors' meeting; and
  - (b) would have been entitled to vote if he or she were participating in it other than as an alternate.

**27. Conflicts of interest**

- 27.1 This article applies if:
- (a) a director is in any way (directly or indirectly) interested in a transaction, arrangement or contract with the company that is significant in relation to the company's operations; and
  - (b) the director's interest is material.
- 27.2 The director must declare the nature and extent of the director's interest to the other directors in accordance with section 536 of the Ordinance.
- 27.3 The director and the director's alternate must neither:
- (a) vote in respect of the transaction, arrangement or contract in which the director is so interested; nor
  - (b) be counted for quorum purposes in respect of the transaction, arrangement or contract.
- 27.4 Article 27.3 hereof does not preclude the alternate from:
- (a) voting in respect of the transaction, arrangement or contract on behalf of another appointor who does not have such an interest; and
  - (b) being counted for quorum purposes in respect of the transaction, arrangement or contract.
- 27.5 If the director or the director's alternate contravenes article 27.3(a) hereof, the vote must not be counted.
- 27.6 Article 27.3 hereof does not apply to:

- (a) an arrangement for giving a director any security or indemnity in respect of money lent by the director to or obligations undertaken by the director for the benefit of the company; or
- (b) an arrangement for the company to give any security to a third party in respect of a debt or obligation of the company for which the director has assumed responsibility wholly or in part under a guarantee or indemnity or by the deposit of a security.

27.7 A reference in this article to a transaction, arrangement or contract includes a proposed transaction, arrangement or contract.

## **28. Supplementary provisions as to conflicts of interest**

28.1 Subject to article 9.3 hereof, a director may hold any other office or position under the company (other than the office of auditor) in conjunction with the office of director for a period and on terms that the directors determine.

28.2 A director or intending director is not disqualified by the office of director from contracting with the company:

- (a) with regard to the tenure of the other office or position in article 28.1 hereof; or
- (b) as vendor, purchaser or otherwise.

28.3 The contract mentioned in article 28.2 hereof or any transaction, arrangement or contract entered into by or on behalf of the company in which any director is in any way interested is not liable to be avoided.

28.4 A director who has entered into a contract mentioned in article 28.2 hereof or is interested in a transaction, arrangement or contract mentioned in article 28.3 hereof is not liable to account to the company for any profit realized by the transaction, arrangement or contract by reason of:

- (a) the director holding the office; or
- (b) the fiduciary relation established by the office.

28.5 Articles 28.1, 28.2, 28.3 or 28.4 hereof only apply if the director has declared the nature and extent of the director's interest under the paragraph to the other directors in accordance with section 536 of the Ordinance.

28.6 A director of the company may be a director or other officer of, or be otherwise interested in:

- (a) any company promoted by the company; or
- (b) any company in which the company may be interested as shareholder or otherwise.

## **29. Validity of acts of meeting of directors**

29.1 The acts of any meeting of directors or of a committee of directors or the acts of any person acting as a director are as valid as if the directors or the person had been duly appointed as a director and was qualified to be a director, even if it is afterwards discovered that:

- (a) there was a defect in the appointment of any of the directors or of the person acting as a director;
- (b) any one or more of them were not qualified to be a director or were disqualified from being a director;
- (c) any one or more of them had ceased to hold office as a director; or

- (d) any one or more of them were not entitled to vote on the matter in question.

**30. Record of decisions to be kept**

30.1 The directors must ensure that the company keeps a written record of every decision taken by the directors under article 18 hereof for at least 10 years from the date of the decision.

**31. Directors' discretion to make further rules**

31.1 Subject to these articles, the directors may make any rule that they think fit about:

- (a) how they take decisions; and
- (b) how the rules are to be recorded or communicated to directors.

**APPOINTMENT AND RETIREMENT OF DIRECTORS**

**32. Appointment and retirement of directors**

32.1 A person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director:

- (a) by ordinary resolution; or
- (b) by a decision of the directors.

32.2 Unless otherwise specified in the appointment, a director appointed under article 32.1(a) hereof holds office for a period of three years from the general meeting at which they were appointed.

32.3 An appointment under article 32.1(b) hereof may only be made to:

- (a) fill a casual vacancy; or
- (b) appoint a director as an addition to the existing directors if the total number of directors (before such appointment) is less than the minimum number of directors fixed in accordance with these articles.

32.4 A director appointed under article 32.1(b) hereof must:

- (a) retire from office at the next annual general meeting following the appointment; or
- (b) if the company has dispensed with the holding of annual general meetings or is not required to hold annual general meetings, retire from office before the end of 9 months after the end of the company's accounting reference period by reference to which the financial year in which the director was appointed is to be determined.

**33. Retiring director eligible for reappointment**

33.1 A retiring director is eligible for reappointment to the office.

**34. Composite resolution**

34.1 This article applies if proposals are under consideration concerning the appointment of 2 or more directors to offices with the company or any other body corporate.

34.2 The proposals shall be divided and considered in relation to each director separately.

34.3 Each of the directors concerned is entitled to vote (if the director is not for another reason precluded from voting) and be counted in the quorum in respect of each resolution except that concerning the director's own appointment (or in the case of article 37.1, his or her alternate).

### **35. Termination of director's appointment**

35.1 A person ceases to be a director immediately upon the person:

- (a) ceasing to be a director under the Ordinance or the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap. 32) or is prohibited or ceases to be a director by operation of law;
- (b) becoming a bankrupt or makes any arrangement or composition with the person's creditors generally;
- (c) becoming a mentally incapacitated person or is not a fit and proper person to be hold office, as resolved by a resolution of a simple majority of the Board;
- (d) resigning the office of director by notice in writing of the resignation in accordance with section 464(5) of the Ordinance;
- (e) is, for more than 6 months has been absent without the directors' permission from directors' meetings held during that period;
- (f) is removed from the office of director by an ordinary resolution of the company; or
- (g) is deemed not a fit and proper person or to hold office by a resolution of the Board brings the company into disrepute, is not
- (h) starting employment in any office of profit in the company in contravention of article 9.3.

### **36. Directors' expenses**

36.1 The company may pay any travelling, accommodation and other expenses properly incurred by directors in connection with:

- (a) their attendance at:
  - (i) meetings of directors or committees of directors;
  - (ii) general meetings; or
- (b) the exercise of their powers and the discharge of their responsibilities in relation to the company.

## **ALTERNATE DIRECTORS**

### **37. Appointment and removal of alternates**

37.1 A director (*appointor*) may appoint as an alternate any other director, or any other person approved by resolution of the directors.

37.2 An alternate may exercise the powers and carry out the responsibilities of the alternate's appointor, in relation to the taking of decisions by the directors in the absence of the alternate's appointor.

37.3 An appointment or removal of an alternate by the alternate's appointor must be effected:

- (a) by notice to the company; or
- (b) in any other manner approved by the directors.

37.4 The notice must be authenticated by the appointor and witnessed by one other director.

37.5 The notice must:

- (a) identify the proposed alternate; and
- (b) if it is a notice of appointment, contain a statement authenticated by the proposed alternate indicating the proposed alternate's willingness to act as the alternate of the appointor.

37.6 If an alternate is removed by resolution of the directors, the company must as soon as practicable give notice of the removal to the alternate and the alternate's appointor.

### **38. Rights and responsibilities of alternate directors**

38.1 An alternate director has the same rights as the alternate's appointor in relation to any decision taken by the directors under article 18 hereof.

38.2 Unless these articles specify otherwise, alternate directors:

- (a) are deemed for all purposes to be directors;
- (b) are liable for their own acts and omissions;
- (c) are subject to the same restrictions as their appointors; and
- (d) are deemed to be agents of or for their appointors.

38.3 Subject to article 27.3 hereof, a person who is an alternate director but not a director:

- (a) may be counted as participating for determining whether a quorum is participating (but only if that person's appointor is not participating); and
- (b) may sign a written resolution (but only if it is not signed or to be signed by that person's appointor).

38.4 No alternate director may be counted as more than one director for the purposes mentioned in article 38.3.

38.5 An alternate director is not entitled to receive any remuneration from the company for serving as an alternate director and article 9.3 applies to an alternate director.

### **39. Termination of alternate directorship**

39.1 An alternate director's appointment as an alternate terminates:

- (a) if the alternate's appointor revokes the appointment by notice to the company in writing specifying when it is to terminate;
- (b) on the occurrence in relation to the alternate of any event which, if it occurred in relation to the alternate's appointor, would result in the termination of the appointor's appointment as a director;
- (c) on the death of the alternate's appointor; or

(d) when the alternate's appointor's appointment as a director terminates.

39.2 If the alternate was not a director when appointed as an alternate, the alternate's appointment as an alternate terminates if:

(a) the approval under article 37.1 hereof is withdrawn or revoked; or

(b) the company by an ordinary resolution passed at a general meeting terminates the appointment.

## **DIRECTORS' INDEMNITY AND INSURANCE**

### **40. Indemnity**

40.1 A director or former director of the company may be indemnified out of the company's assets against any liability incurred by the director to a person other than the company in connection with any negligence, default, breach of duty or breach of trust in relation to the company.

40.2 Article 40.1 hereof only applies if the indemnity does not cover:

(a) any liability of the director to pay:

(i) a fine imposed in criminal proceedings; or

(ii) a sum payable by way of a penalty in respect of non-compliance with any requirement of a regulatory nature; or

(b) any liability incurred by the director:

(i) in defending criminal proceedings in which the director is convicted;

(ii) in defending civil proceedings brought by the company in which judgment is given against the director;

(iii) in defending civil proceedings brought on behalf of the company by a member of the company in which judgment is given against the director; or

(iv) in connection with an application for relief under section 903 or 904 of the Ordinance in which the Court refuses to grant the director relief.

40.3 A reference in article 40.2(b) hereof to a conviction, judgment or refusal of relief is a reference to the final decision in the proceedings.

40.4 For the purposes of article 40.3 hereof, a conviction, judgment or refusal of relief:

(a) if not appealed against, becomes final at the end of the period for bringing an appeal; or

(b) if appealed against, becomes final when the appeal, or any further appeal, is disposed of.

40.5 For the purposes of article 40.4(b) hereof, an appeal is disposed of if:

(a) it is determined, and the period for bringing any further appeal has ended; or

(b) it is abandoned or otherwise ceases to have effect.

### **41. Insurance**

- 41.1 The directors may decide to purchase and maintain insurance, at the expense of the company, for a director of the company against:
- (a) any liability to any person attaching to the director in connection with any negligence, default, breach of duty or breach of trust (except for fraud) in relation to the company; or
  - (b) any liability incurred by the director in defending any proceedings (whether civil or criminal) taken against the director for any negligence, default, breach of duty or breach of trust (including fraud) in relation to the company.

## **COMPANY SECRETARY**

### **42. Appointment and removal of company secretary**

- 42.1 The directors or the members of the governing body of the company may appoint a company secretary for a term, at a remuneration and on conditions they think fit (except that if the company secretary is also a director the requirements in article 9 hereof apply).
- 42.2 The directors may remove a company secretary appointed by them.
- 42.3 A director of the company may be a company secretary of the company, but the restrictions in article 9.3 hereof apply to such appointment.

## **MEMBERS**

### **BECOMING AND CEASING TO BE MEMBER**

#### **43. Application for membership**

- 43.1 A person may become a member of the company only if:
- (a) that person is in sympathy with the objects of the company;
  - (b) that person has completed an application for membership in a form approved by the directors; and
  - (c) the directors have approved the application, having regard to whether that person is a fit and proper person in context of the nature of the work of the company and its charitable objects.

#### **44. Termination of membership**

- 44.1 A member may withdraw from membership of the company by giving 7 days' notice to the company in writing.
- 44.2 Membership is not transferable.
- 44.3 A person's membership terminates when that person dies or ceases to be a fit and proper person or of sound mind to actively participate as a member of the company.
- 44.4 A person's membership may be terminated by an ordinary resolution of the company at any general meeting.

### **ORGANIZATION OF GENERAL MEETINGS**

#### **45. General meetings**

- 45.1 Subject to sections 611, 612 and 613 of the Ordinance, the company must, in respect of each financial year of the company, hold a general meeting as its annual general meeting in accordance with section 610 of the Ordinance.
- 45.2 The directors may, if they think fit, call a general meeting.
- 45.3 If the directors are required to call a general meeting under section 566 of the Ordinance, they must call it in accordance with section 567 of the Ordinance.
- 45.4 If the directors do not call a general meeting in accordance with section 567 of the Ordinance, the members who requested the meeting, or any of them representing more than one half of the total voting rights of all of them, may themselves call a general meeting in accordance with section 568 of the Ordinance.

**46. Notice of general meetings**

- 46.1 An annual general meeting must be called by notice of at least 21 days in writing.
- 46.2 A general meeting other than an annual general meeting must be called by notice of at least 14 days in writing.
- 46.3 The notice is exclusive of:
  - (a) the day on which it is served or deemed to be served; and
  - (b) the day for which it is given.
- 46.4 The notice must:
  - (a) specify the date and time of the meeting;
  - (b) specify the place of the meeting (and if the meeting is to be held in 2 or more places concurrently, the principal place of the meeting and the other place or places of the meeting);
  - (c) state the general nature of the business to be dealt with at the meeting;
  - (d) for a notice calling an annual general meeting, state that the meeting is an annual general meeting;
  - (e) if a resolution (whether or not a special resolution) is intended to be moved at the meeting:
    - (i) include notice of the resolution; and
    - (ii) include or be accompanied by a statement containing any information or explanation that is reasonably necessary to indicate the purpose of the resolution;
  - (f) if a special resolution is intended to be moved at the meeting, specify the intention and include the text of the special resolution; and
  - (g) contain a statement specifying a member's right to appoint a proxy under section 596(1) of the Ordinance.
- 46.5 Article 46.4(e) hereof does not apply in relation to a resolution of which:
  - (a) notice has been included in the notice of the meeting under section 567(3) or 568(2) of the Ordinance; or



(b) notice has been given under section 615 of the Ordinance.

46.6 Despite the fact that a general meeting is called by shorter notice than that specified in this article, it is regarded as having been duly called if it is so agreed:

(a) for an annual general meeting, by all the members entitled to attend and vote at the meeting; and

(b) in any other case, by a majority in number of the members entitled to attend and vote at the meeting, being a majority together representing at least 90% of the total voting rights at the meeting of all the members.

**47. Persons entitled to receive notice of general meetings**

47.1 Notice of a general meeting must be given to:

(a) every member; and

(b) every director.

47.2 If notice of a general meeting or any other document relating to the meeting is required to be given to a member, the company must give a copy of it to its auditor (if more than one auditor, to every one of them) at the same time as the notice or the other document is given to the member.

**48. Accidental omission to give notice of general meetings**

48.1 Any accidental omission to give notice of a general meeting to, or any non-receipt of notice of a general meeting by, any person entitled to receive notice does not invalidate the proceedings at the meeting.

**49. Attendance and speaking at general meetings**

49.1 A person is able to exercise the right to speak at a general meeting when the person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions that the person has on the business of the meeting.

49.2 A person is able to exercise the right to vote at a general meeting when:

(a) the person is able to vote, during the meeting, on resolutions put to the vote at the meeting; and

(b) the person's vote can be taken into account in determining whether or not those resolutions are passed at the same time as the votes of all the other persons attending the meeting.

49.3 The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.

49.4 In determining attendance at a general meeting, it is immaterial whether any 2 or more members attending it are in the same physical location as each other.

49.5 Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have rights to speak and vote at the meeting, they are able to exercise them.

**50. Quorum for general meetings**

50.1 Three members present in person or by proxy constitute a quorum at a general meeting.

- 50.2 No business other than the appointment of the chairperson of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

**51. Chairing general meetings**

- 51.1 If the chairperson (if any) of the board of directors is present at a general meeting and is willing to preside as chairperson at the meeting, the meeting is to be presided over by him or her.
- 51.2 The directors present at a general meeting must elect one of themselves to be the chairperson if:
- (a) there is no chairperson of the board of directors;
  - (b) the chairperson is not present within 15 minutes after the time appointed for holding the meeting;
  - (c) the chairperson is unwilling to act; or
  - (d) the chairperson has given notice to the company of the intention not to attend the meeting.
- 51.3 The members present at a general meeting must elect one of themselves to be the chairperson if:
- (a) no director is willing to act as chairperson; or
  - (b) no director is present within 15 minutes after the time appointed for holding the meeting.
- 51.4 A proxy may be elected to be the chairperson of a general meeting by a resolution of the company passed at the meeting.

**52. Attendance and speaking by non-members**

- 52.1 Directors may attend and speak at general meetings, whether or not they are members of the company.
- 52.2 The chairperson of a general meeting may permit other persons to attend and speak at a general meeting even though they are not:
- (a) members of the company; or
  - (b) otherwise entitled to exercise the rights of members in relation to general meetings.

**53. Adjournment**

- 53.1 If a quorum is not present within half an hour from the time appointed for holding a general meeting, the meeting must:
- (a) if called on the request of members, be dissolved; or
  - (b) in any other case, be adjourned to the same day in the next week, at the same time and place, or to another day and at another time and place that the chairperson determines.
- 53.2 If at the adjourned meeting, a quorum is not present within half an hour from the time appointed for holding the meeting, the member or members present in person or by proxy constitute a quorum.

- 53.3 The chairperson may adjourn a general meeting at which a quorum is present if:
- (a) the meeting consents to an adjournment; or
  - (b) it appears to the chairperson that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.
- 53.4 The chairperson must adjourn a general meeting if directed to do so by the meeting.
- 53.5 When adjourning a general meeting, the chairperson must specify the date, time and place to which it is adjourned.
- 53.6 Only the business left unfinished at the general meeting may be transacted at the adjourned meeting.
- 53.7 If a general meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as for an original meeting.
- 53.8 If a general meeting is adjourned for less than 30 days, it is not necessary to give any notice of the adjourned meeting.

## **VOTING AT GENERAL MEETINGS**

### **54. General rules on voting**

- 54.1 A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with these articles.
- 54.2 If there is an equality of votes, whether on a show of hands or on a poll, the chairperson of the meeting at which the show of hands takes place or at which the poll is demanded, is entitled to a second or casting vote.
- 54.3 On a vote on a resolution on a show of hands at a general meeting, a declaration by the chairperson that the resolution:
- (a) has or has not been passed; or
  - (b) has passed by a particular majority,
- is conclusive evidence of that fact without proof of the number or proportion of the votes recorded in favour of or against the resolution.
- 54.4 An entry in respect of the declaration in the minutes of the meeting is also conclusive evidence of that fact without the proof.

### **55. Errors and disputes**

- 55.1 Any objection to the qualification of any person voting at a general meeting may only be raised at the meeting or adjourned meeting at which the vote objected to is tendered, and a vote not disallowed at the meeting is valid.
- 55.2 Any objection must be referred to the chairperson of the meeting whose decision is final.

### **56. Demanding a poll**

- 56.1 A poll on a resolution may be demanded:
- (a) in advance of the general meeting where it is to be put to the vote; or

- (b) at a general meeting, either before or on the declaration of the result of a show of hands on that resolution.

56.2 A poll on a resolution may be demanded by:

- (a) the chairperson of the meeting;
- (b) at least 2 members present in person or by proxy; or
- (c) any member or members present in person or by proxy and representing at least 5% of the total voting rights of all the members having the right to vote at the meeting.

56.3 The instrument appointing a proxy is regarded as conferring authority to demand or join in demanding a poll on a resolution.

56.4 A demand for a poll on a resolution may be withdrawn.

**57. Number of votes a member has**

57.1 On a vote on a resolution, whether on a show of hands at a general meeting or on a poll taken at a general meeting:

- (a) every member present in person has 1 vote; and
- (b) every proxy present who has been duly appointed by a member entitled to vote on the resolution has 1 vote.

**58. Votes of mentally incapacitated members**

58.1 A member who is a mentally incapacitated person may vote, whether on a show of hands or on a poll, by the member's committee, receiver, guardian or other person in the nature of a committee, receiver or guardian appointed by the Court.

58.2 The committee, trustee, guardian or other person may vote by proxy on a show of hands or on a poll.

**59. Content of proxy notices**

59.1 A proxy may only validly be appointed by a notice in writing (*proxy notice*) that:

- (a) states the name and address of the member appointing the proxy;
- (b) identifies the person appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
- (c) is authenticated, or is signed on behalf of the member appointing the proxy; and
- (d) is delivered to the company in accordance with these articles and any instructions contained in the notice of the general meeting in relation to which the proxy is appointed.

59.2 The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

59.3 If the company requires or allows a proxy notice to be delivered to it in electronic form, it may require the delivery to be properly protected by a security arrangement it specifies.

59.4 A proxy notice may specify how the proxy appointed under it is to vote (or that the proxy is to abstain from voting) on one or more resolutions dealing with any business to be transacted at a general meeting.

59.5 Unless a proxy notice indicates otherwise, it must be regarded as:

- (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the general meeting; and
- (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

**60. Execution of appointment of proxy on behalf of member appointing the proxy**

60.1 If a proxy notice is not authenticated, it must be accompanied by written evidence of the authority of the person who executed the appointment to execute it on behalf of the member appointing the proxy.

**61. Delivery of proxy notice and notice revoking appointment of proxy**

61.1 A proxy notice does not take effect unless it is received by the company:

- (a) for a general meeting or adjourned general meeting, at least 48 hours before the time appointed for holding the meeting or adjourned meeting; and
- (b) for a poll taken more than 48 hours after it was demanded, at least 24 hours before the time appointed for taking the poll.

61.2 An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.

61.3 A notice revoking the appointment only takes effect if it is received by the company:

- (a) for a general meeting or adjourned general meeting, at least 48 hours before the time appointed for holding the meeting or adjourned meeting; and
- (b) for a poll taken more than 48 hours after it was demanded, at least 24 hours before the time appointed for taking the poll.

**62. Effect of member's voting in person on proxy's authority**

62.1 A proxy's authority in relation to a resolution is to be regarded as revoked if the member who has appointed the proxy:

- (a) attends in person the general meeting at which the resolution is to be decided; and
- (b) exercises, in relation to the resolution, the voting right that the member is entitled to exercise.

62.2 A member who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of the meeting or any adjournment of it, even though a valid proxy notice has been delivered to the company by or on behalf of the member.

**63. Effect of proxy votes in case of death, mental incapacity, etc. of member appointing the proxy**

63.1 A vote given in accordance with the terms of a proxy notice is valid despite:

- (a) the previous death or mental incapacity of the member appointing the proxy; or

- (b) the revocation of the appointment of the proxy or of the authority under which the appointment of the proxy is executed.
- 63.2 Article 63.1 hereof does not apply if notice in writing of the death, mental incapacity or revocation is received by the company:
  - (a) for a general meeting or adjourned general meeting, at least 48 hours before the time appointed for holding the meeting or adjourned meeting; and
  - (b) for a poll taken more than 48 hours after it was demanded, at least 24 hours before the time appointed for taking the poll.

**64. Amendments to proposed resolutions**

- 64.1 An ordinary resolution to be proposed at a general meeting may be amended by ordinary resolution if:
  - (a) notice of the proposed amendment is given to the company secretary in writing; and
  - (b) the proposed amendment does not, in the reasonable opinion of the chairperson of the meeting, materially alter the scope of the resolution.
- 64.2 The notice must be given by a person entitled to vote at the general meeting at which it is to be proposed at least 48 hours before the meeting is to take place (or a later time the chairperson of the meeting determines).
- 64.3 A special resolution to be proposed at a general meeting may be amended by ordinary resolution if:
  - (a) the chairperson of the meeting proposes the amendment at the meeting at which the special resolution is to be proposed; and
  - (b) the amendment merely corrects a grammatical or other non-substantive error in the special resolution.
- 64.4 If the chairperson of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the vote on that resolution remains valid unless the Court orders otherwise.

**WRITTEN RESOLUTIONS**

**65. Written resolutions of members**

- 65.1 Anything that may be done by a resolution passed at a general meeting of the company may be done, without a meeting and without any previous notice being required, by a written resolution of the company, as provided for in the Ordinance.

**MISCELLANEOUS PROVISIONS**

**COMMUNICATIONS TO AND BY COMPANY**

**66. Means of communication to be used**

- 66.1 Subject to these articles, anything sent or supplied by or to the company under these articles may be sent or supplied in any way in which Part 18 of the Ordinance provides (including by means of a website) for documents or information to be sent or supplied by or to the company for the purposes of the Ordinance.

66.2 Subject to these articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such a notice or document for the time being.

66.3 A director may agree with the company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

## **ADMINISTRATIVE ARRANGEMENTS**

### **67. Company seals**

67.1 A common seal may only be used by the authority of the directors.

67.2 A common seal must be a metallic seal having the company's name engraved on it in legible form.

67.3 Subject to article 67.2 hereof, the directors may decide by what means and in what form a common seal is to be used.

67.4 Unless otherwise decided by the directors, if the company has a common seal and it is affixed to a document, the document must also be signed by at least 1 director of the company and 1 authorized person.

67.5 For the purposes of this article, an authorized person is:

- (a) any director of the company;
- (b) the company secretary; or
- (c) any person authorized by the directors for signing documents to which the common seal is applied.

67.6 The company may execute a document or a deed under seal (if it has one) or under hand.

### **68. No right to inspect accounts and other records**

68.1 A person is not entitled to inspect any of the company's accounting or other records or documents merely because of being a member, unless the person is authorized to do so by:

- (a) an enactment;
- (b) an order under section 740 of the Ordinance;
- (c) the directors; or
- (d) an ordinary resolution of the company.

### **69. Auditor**

69.1 Auditors shall be appointed and their duties, rights and privileges registered in accordance with the Ordinance.

69.2 The directors may decide to purchase and maintain insurance, at the expense of the company, for an auditor of the company against:

- (a) any liability to any person attaching to the auditor in connection with any negligence, default, breach of duty or breach of trust (except for fraud) occurring in the course of performance of the duties of auditor in relation to the company; or
- (b) any liability incurred by the auditor in defending any proceedings (whether civil or criminal) taken against the auditor for any negligence, default, breach of duty or breach of trust (including fraud) occurring in the course of performance of the duties of auditor in relation to the company.

69.3 In this article, a reference to performance of the duties of auditor includes the performance of the duties specified in section 415(6)(a) and (b) of the Ordinance.

## **70. Accounts**

70.1 The directors must prepare annual financial statements for each accounting reference period as required by the Ordinance. The financial statements must be prepared to show a true and fair view and follow accounting standards issued or adopted by the Hong Kong Institute of Certified Public Accountants or its successors and adhere to all of its recommended practices. Also, the directors must keep accounting records (including donation receipts) as required by the Ordinance.

## **AMENDMENTS TO THE ARTICLES**

71. The Articles may be altered, amended or repealed and new Articles may be adopted at any General Meeting of the company, if (i) at least twenty-one (21) days' prior written notice of the proposed changes is given to all Members entitled to vote, and (ii) at least two-thirds of the Members present and voting vote in favour of altering, amending, or repealing the Articles and adopting new Articles at such meeting. For the avoidance of doubt, the requirements of notice of the proposed changes in this Article does not prevent further changes or amendments to the Articles being raised and voted on at that meeting by Members present at the meeting in accordance with article 64 herein.



We, the undersigned, wish to form a company and wish to adopt the articles of association as set out herein.

<b>NAMES OF FOUNDER MEMBERS</b>		
<b>Name</b>	<b>Description</b>	<b>Signature</b>
WONG, DAVYD	Founder Members	
TANG, ANNIE		
TANG, POLLY		
YEUNG, JING GON		
CHEUK, WAI HO		

DATED \_\_\_\_ MARCH 2020