

**NOTICE OF ANNUAL GENERAL MEETING
OF
THE BRITISH BUSINESS GROUP VIETNAM**

1. Notice of Annual General Meeting

Notice is hereby given of the Annual General Meeting of the British Business Group Vietnam, (“the Group”) to be held at **4.30pm on Tuesday, 30th May 2017** at **Sofitel, Ho Chi Minh City** and at **Hilton Hanoi Opera in Hanoi**.

2. Business to be Transacted

The business to be transacted at the meeting is as follows:

- 2.1 To consider revisions of the Constitution;
- 2.2 To consider the Annual Report of the affairs and activities of the Group, including the Business Centre;
- 2.3 To present Financial Statements of the BBGV for the previous financial year;
- 2.4 To elect Members of the Board for the next 12 months from June 2017 to May 2018;
- 2.5 To conduct any other business;

3. Registration of Candidates

All Ordinary Members wishing to stand for election need to complete the Board Nomination form.



Board member
nomination form.doc

4. Electronic Voting

The AGM will be held simultaneously in Hanoi and HCMC from 4.30pm to 5.30pm. Voting will be by the online electronic voting system. A link and instructions on how to cast a vote will be sent by email to all eligible Ordinary Members one week prior to the AGM and several subsequent reminders will be sent. The **deadline for voting will be 12 noon on 30th May**.

Any Ordinary Member who is either able to attend or unable to attend the AGM will be able to cast their vote using the online electronic voting system. Proxy and postal voting will not be considered.



As per the BBGV Constitution, there are 14 board positions; five positions in Hanoi and nine in HCMC. Of these positions, there are four Officers; Chair, Vice-Chair Hanoi, Vice-Chair HCMC and Treasurer. The Ordinary Members will be asked for vote for 14 board positions.

Dated: 9th May 2017



Ken Atkinson
BBGV Chair

**ANNUAL GENERAL MEETING
OF
THE BRITISH BUSINESS GROUP VIETNAM**

30th May 2017

A G E N D A

- 1. Minutes of the AGM held on Tuesday, 24th November 2015**
- 2. Matters Arising**
- 3. Consider Revisions of the Constitution**
- 4. Annual Report of the Affairs and Activities of the Group, including the Business Centre**
- 5. Balance Sheet and Statement of Accounts of the BBGV for the Previous Year**
- 6. Elect Members of the Board**
- 7. Any Other Business.**

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