



# 碧濤花園第一期業主立案法團

## The Incorporated Owners of Pictorial Garden Phase 1

新界沙田安景街19-21號  
19-21 On King Street, Shatin, NT, Hong Kong

E-mail: info@pg-i.hk

### 碧濤花園第一期業主立案法團 第十屆管理委員會第一次業主特別大會

#### 業主特別大會通知

致：碧濤花園第一期各業主

現根據《建築物管理條例》第344章規定，發出有關業主大會通知，詳情如下：

日期：2021年10月23日（星期六）

時間：下午3時正

地點：本苑下層停車場康樂室

會議議程如下：

- (1) 議決是否進行「幼稚園天面防水工程」（工程費用由屋苑儲備金支付）  
【議程(1)獲得通過後才進行以下議程(2)】
- (2) 揀選「幼稚園天面防水工程」承辦商（工程費用由屋苑儲備金支付）
- (3) 議決是否進行「平台泳池防水工程」（工程費用由屋苑儲備金支付）  
【議程(3)獲得通過後才進行以下議程(4)及(5)】
- (4) 議決選擇「平台泳池防水工程」主項目(方案A或B)（工程費用由屋苑儲備金支付）
  - A) 泳池面防水（包括鋪設地台磁磚、泳池內圍牆牆身及花槽磁磚、鐵器翻新工程）
  - B) 泳池面防水（包括鋪設地台磁磚、泳池內圍牆牆身及花槽磁磚、鐵器翻新工程）+平台泳池（池胆）防水翻新工程
- (5) 揀選「平台泳池防水工程」承辦商
- (6) 議決是否進行「停車場及地渠維修工程」  
【議程(6)獲得通過後才進行以下議程(7)、(8)及(9)】
- (7) 議決選擇停車場及地渠維修工程項目(方案A至C，3選1)
  - A) 地渠更換及維修工程+停車場結構維修工程+停車場油漆工程+停車場升降機大堂翻新（全做）
  - B) 地渠更換及維修工程+停車場結構維修工程
  - C) 地渠更換及維修工程+停車場結構維修工程+停車場升降機大堂翻新
- (8) 揀選「停車場及地渠維修工程」承辦商
- (9) 議決由業戶集資支付「停車場及地渠維修工程」費用



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碧濤花園第一期業主立案法團  
第十屆管理委員會



曾敏儀

主席 曾敏儀

2021年10月8日

註:

1. 根據《建築物管理條例(第344章)》規定，會議的法定人數須達全體業主人數10%。法團誠意邀請各業主準時出席是次大會。
2. 如業主未能親自出席投票，可用隨附的委任代表的文書(即授權書)，委任代表出席投票。委任代表的文書是按照《建築物管理條例(第344章)》規定的格式製備的。經業主簽妥的委任代表的文書，必須在會議舉行的時間至少48小時前(即2021年10月21日下午3時正前)投入碧濤花園第一期管理處收集箱內。
3. 出席的業主及其委任代表，請帶備身份證明文件到達會場進行登記手續。
4. 業主可透過本苑網址：<http://www.pg-i.hk> 查閱各議程參考資料。



**碧濤花園第一期業主立案法團**  
**The Incorporated Owners of Pictorial Garden Phase 1**

新界沙田安景街19-21號  
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**The Incorporated Owners of Pictorial Garden Phase I**  
**1<sup>st</sup> Extraordinary General Meeting of the 10<sup>th</sup> Management Committee**

**Notice of Extraordinary General Meeting**

**To: All Owners of Pictorial Garden Phase I**

Notice is hereby given that pursuant to the Building Management Ordinance (Cap.344) the General Meeting will be held with details as follows:

**Date : 23rd October 2021 (Saturday)**  
**Time : 3:00 p.m.**  
**Venue : Recreation room on lower car park**

**The agenda of the meeting is as follows:**

- (1) To resolve carrying out the "Kindergarten Roof Waterproofing Project" (the project cost shall be paid by the Sinking fund)  
[The following agenda (2) will only be proceeded with after agenda (1) is approved]
- (2) To Choose the contractor for "Kindergarten Roof Waterproofing Works"(the project cost shall be paid by the Sinking fund)
- (3) To resolve carrying out the "Swimming Pool Waterproofing Project" (the project cost shall be paid by the Sinking fund)  
[The following agendum (4) and (5) will only be proceeded with after agenda (3) is approved]
- (4) To resolve the project scope of "Swimming Pool Waterproofing Works" (Options A or B) (the project cost shall be paid by the Sinking fund)
  - A) Waterproofing of the swimming pool surface (including laying of floor tiles, walls and flower trough tiles in the swimming pool, and metal refurbishment works)
  - B) Waterproofing of the swimming pool surface (including laying of floor tiles, walls and flower trough tiles in the swimming pool, metal refurbishment works) + swimming pool (tank) waterproofing refurbishment project





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- (5) To Choose the contractor for "Swimming Pool Waterproofing Works"
- (6) To resolve carrying out the "Carport and underground drainage renovation project" (the project cost shall be paid by the contribution from owners)  
[The following agendum (7), (8) and (9) will only be proceeded with after agenda (6) is approved]
- (7) To resolve the project scope of "Carport and underground drainage renovation project" (Option A, B or C, choose 1 from 3)
- A) Drain replacement and renovation works + Carport structure renovation works + Carport painting works + carport lift lobby (refurbishment wholly)
- B) Drain replacement and renovation works + Carport structure renovation works
- C) Drain replacement and renovation works + Carport structural renovation works + Carport lift lobby refurbishment.
- (8) To Choose the contractor for "Carport and underground drainage renovation project"
- (9) To resolve contribution from Owners for the project cost of "Carport and underground drainage renovation project"

The 10<sup>th</sup> Management Committee of The  
Incorporated Owners of Pictorial Garden Phase I



Chairlady Tsang Man Yee  
8<sup>th</sup> October 2021

1. According to "The Building Management Ordinance (Cap.344)", the quorum for the meeting shall be 10% of the total number of owners. All owners are cordially invited to attend the meeting on time.
2. If the owner(s) are unable to attend the meeting in person, a proxy may be appointed by the attached proxy form to attend and vote. The instrument appointing a proxy shall be in the statutory form set out in the Building Management Ordinance. Completed instrument of proxy must be lodged with the collection box in Management Office of Pictorial Garden Phase I at least 48 hours before the time for the holding of the meeting (before 3:00p.m. on 21st October 2021.)
3. The owner(s) and proxy holder should bring along his/her personal identification documents for registration at the meeting.
4. Owner(s) can refer the detailed information of agenda via Estate website: <http://www.pg-i.hk>

# 碧濤花園第一期業主立案法團 第十屆管理委員會第一次業主特別大會

## 表格 2

就法團會議委任代表的文書

### 碧濤花園第一期業主立案法團

本人／我們 ..... (業主姓名)，  
為碧濤花園第一期 ... .. 閣 ... .. 字樓 ... .. 室及 / 或 \* 上 / 下  
層 ... .. 號車位及 \* 上 / 下層 ... .. 號車位的業主，現委  
任 ... .. (代表姓名)  
\*[如他未能出席，則委任 ... .. (替代代表姓名)]  
為本人／我們的代表，出席於 2021 年 10 月 23 日舉行的碧濤花園第一期業  
主立案法團的第十屆管理委員會第一次業主特別大會\*[及任何延會]並代表本人／我們投  
票。

2021 年 月 日

(業主簽署)

\*刪去不適用者。

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此為《建築物管理條例》所規定的指定格式(附表 1A 表格 2)，業主以本文書委任代表時，不得擅自更改內容。

THE INCORPORATED OWNERS OF PICTORIAL GARDEN PHASE I

1<sup>st</sup> Extraordinary General Meeting of the 10<sup>th</sup> Management Committee  
Form 2

INSTRUMENT OF PROXY FOR MEETINGS OF CORPORATION

The Incorporated Owners of Pictorial Garden Phase I

I/We,..... (name(s) of owner(s)),  
being the owner(s) of Flat ....., .....Floor, .....Court, and/or Car  
Parking Space .....on\*Ground Floor/Lower Ground Floor and Car Parking  
Space .....on \*Ground Floor/Lower Ground Floor, Pictorial Garden Phase I,  
hereby appoint..... (name of proxy)  
\*[or failing him..... (name of  
alternative proxy)], as my/our proxy to attend and vote on my/our behalf at the election of  
1<sup>st</sup> Extraordinary General Meeting of the 10<sup>th</sup> Management Committee of the Incorporated  
Owners of Pictorial Garden Phase I, to be held on 23<sup>th</sup> October, 2021 \*[and at any  
adjournment thereof].

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2021

\_\_\_\_\_  
(signature of owner(s))

\*Delete where inapplicable.

\_\_\_\_\_  
The format as shown in this instrument is the statutory one which is set out in the Building  
Management Ordinance (Form 2 in Schedule 1A). No alteration of the format is permitted.

# 碧濤花園第一期業主立案法團 第十屆管理委員會第一次業主特別大會

## 收集個人資料目的說明

### 收集資料的目的

1. 本文書供你/你們委任代表，出席本業主立案法團的第十屆管理委員會第一次業主特別大會及任何延會(如適用)。代表你/你們出席會議的人士會組成會議的法定人數，並代表你/你們投票。
2. 本業主立案法團第十屆管理委員會(「本管委會」)主席及/或秘書或會跟進你/你們所提供的個人資料，並會在有需要時與你/你們聯絡，以查證你/你們所作出的委任是否有效。

### 取得委任代表的同意

3. 你/你們在本文書提供有關委任代表的個人資料前，應取得他/她的同意，並向他/她提供本說明文件，解釋收集其個人資料的目的和用途。

### 資料轉交的對象

4. 你/你們在本文書提供的個人資料，本業主立案法團和本管委會可能會為上文第 2 段所述的目的而向建築物其他業主及/或其他有關人士和團體披露。

### 查閱個人資料

5. 根據《個人資料(私隱)條例》(第 486 章)第 18 條、第 22 條及附表 1 第 6 原則的規定，你/你們有權查閱和改正個人資料。你/你們查閱資料的權利，包括索取你/你們在本文書所提供的個人資料的副本。

### 查詢

6. 如對本文書所收集的個人資料有任何查詢，包括要求查閱和改正資料，可與管委會秘書聯絡(電話：2646 1859)。

# THE INCORPORATED OWNERS OF PICTORIAL GARDEN PHASE I

## 1<sup>st</sup> Extraordinary General Meeting of the 10<sup>th</sup> Management Committee

### **Statement of Purposes in respect of Collection of Personal Data**

#### **Purpose of Collection**

1. This instrument is to be used by you to appoint a proxy to attend the election of 1<sup>st</sup> Extraordinary General Meeting of the 10<sup>th</sup> Management Committee of the corporation and any adjourned meeting (if applicable). Your proxy will form the quorum and vote on your behalf at the meeting.
2. The chairman and/or secretary of the 10th Management Committee (MC) of the owner's corporation (OC) may follow up on the personal data you provided in this instrument and, if necessary, will contact you for the purpose of verifying the validity of the appointment of your proxy.

#### **Consent of your Proxy**

3. You should obtain the consent of your proxy in using his/her personal data provided in this instrument, and provide your proxy with this statement, informing him/her of the purpose for collecting his/her personal data.

#### **Classes of Transferees**

4. The OC and its MC may disclose the personal data you provided in this instrument to other owners of this building, and/or other relevant persons and bodies for the purposes mentioned in paragraph 2 above.

#### **Access to Personal Data**

5. You have the rights of access and correction to the personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance, Cap.486. Your right of access includes the right to obtain a copy of your personal data provided in this instrument.

#### **Enquiries**

6. Enquiries concerning the personal data collected by means of this instrument, including requests for access to and correction of data, should be directed to the secretary of the MC (Telephone Number: 2646 1859)



# 重要通告

ST302-NTT-211-21-CH

## 有關：委任代表的文書事宜

本苑將於 2021 年 10 月 23 日(星期六) 下午 3 時正，假本苑下層停車場康樂室舉行第十屆管理委員會第一次業主特別大會。如業主未能親自出席投票，可填妥附頁的委任代表的文書(即授權書)授權代表出席會議及投票。

根據《建築物管理條例(第 344 章)》規定：

1. 委任代表的文書須符合上述條例附表 1A 表格 2 所列的法定格式，及
  - (a) 並須由業主簽署；或
  - (b) 如業主是法人團體(即公司、社團等)，則須(即使其章程另有規定)蓋上其印章或圖章，並由獲該法人團體就此而授權的人簽署；
2. 委任代表的文書須在會議舉行時間至少 48 小時前(即 2021 年 10 月 21 日下午 3 時正前)送交管理委員會秘書處(即碧濤花園第一期管理處收集箱)；
3. 委任代表的文書須按照上文第 1 及 2 條訂立和送交，方屬有效，否則該文書便告無效；及
4. 出席的業主及其授權代表，須帶備身份證明文件於會場進行登記手續。  
如閣下並非單位註冊業主，請代轉交此通告予有關註冊業主。

碧濤花園第一期管理處  
2021 年 10 月 6 日

## Important Notice

### Re: The Instrument of Proxy

Election of the 1<sup>st</sup> Extraordinary General Meeting of the 10<sup>th</sup> Management Committee will be held **at the Recreation Room of lower carpark floor at 3:00 p.m. on 23 October 2021 Saturday**. Owner(s) who cannot attend in person, please fill-in the attached instrument of proxy (Proxy) to authorize a representative to attend and vote at the meeting.

According to “The Building Management Ordinance (CAP.344)”:

1. The instrument appointing a proxy shall be in the form set out in **Form 2 in Schedule 1A** of the said Ordinance, and ;
  - (a) shall be signed by the owner; or
  - (b) if the owner is a body corporate (e.g. a company or an association etc.), shall notwithstanding anything to the contrary in its constitution, be impressed with the seal or chop of the body corporate and signed by a person authorized by the body corporate in that behalf ;
2. The instrument appointing a proxy shall be lodged with the Secretary of the Management Committee (Collection Box of Management Office of Pictorial Garden Phase I) **at least 48 hours before the time for the holding meeting (before 3:00 p.m. on 21 October 2021)** ;
3. The instrument appointing a proxy is valid only if it is made and lodged in accordance with the above items 1 and 2, otherwise it shall be invalid ; and
4. The Owner(s) and authorized person should bring along his/her personal identification documents for registration at the meeting.

In case you are not a Registered Owner(s), please divert this notice to the Registered Owner(s).

Management Office of Pictorial Garden Phase I  
6 October 2021