



Notice of EuroCham Annual General Meeting 2012 (AGM)

The EuroCham Chairman hereby calls for **EuroCham's Annual General Meeting (AGM) 2012**. The AGM will take place on **Wednesday, 7th March 2012** simultaneously:

In Ho Chi Minh City: Sofitel Plaza, Ground Floor, 17 Le Duan Blvd., District 1.

In Hanoi: Sofitel Plaza Hanoi, Hoi An Room, 1 Thanh Nien Road, Ba Dinh District.

Time: from **17:30 hrs - 21:30 hrs**. You are hereby invited to attend the AGM 2012.

Please note that only members having paid in full their membership dues for 2012 will have the voting right and can stand for election.

1. Agenda:

- **17:30 ~ 18:00** Registration, ballot (voting form) issuance per attendance/proxy
- **18:00 ~ 20:00** **AGM**
 - Presentation by the Executive Committee / Executive Director on the activities and achievements of EuroCham in 2011.
 - Outlook by the Executive Committee / Executive Director on activities for 2012.
 - Financial Report 2011 and budget for 2012 by the Treasurer.
 - Member approval vote of the Financial Accounts 2011 and Budget 2012.
- **20:00 ~ 20:15** Election of the new Executive Committee 2012
- **20:15 ~ 20:30** Q & A Session
- **20:30 ~ 20:35** Election results
- **20:35 ~ 21:30** Cocktail Dinner Reception for all

2. Nominations:

Nominations for the election of members of the Executive Committee should be submitted to EuroCham offices by hand, by facsimile or by email in PDF format latest by **14:00pm on Wednesday, 29th February 2012** to:

- EuroCham HCMC office : Fax: (08) 3827 2743 - Email: thanhthuy@eurochamvn.org
- EuroCham Hanoi office: Fax: (04) 3715 2218 - Email: linh@eurochamvn.org

All nominations must be made in writing on the form attached and must be signed by the Proposer, the Secunder and the nominee, and accompanied by a statement not exceeding 200 words from the nominee stating his/her reasons for standing for election. All nominees, if elected, are expected to attend all monthly Executive Committees meetings and to actively contribute and support EuroCham's activities, interest and principles.



- The voting procedures to apply at this AGM are set out in the attached document title “Voting Procedures – AGM 2012”.
- A list of nominees will be distributed at least one day prior to the AGM.

3. Proxies:

Any **Ordinary Member** who is unable to attend the AGM in person may appoint one Ordinary Member to act on his / her behalf by proxy. All proxies must be made in writing on the form attached and must be signed by the Company Representative of the Ordinary Corporate Member or by the Ordinary Individual Member making the appointment. Please note that:

- Only Ordinary Members are eligible to be appointed as proxies.
- Proxies made by any Member who physically attends the AGM will be cancelled by the presence of that Member.
- For voting purposes, the appointment of a proxy means that your proxy will be able to cast all votes for all Executive Committee nominees on your behalf. Therefore, we suggest that if you wish your proxy to vote for specified nominees, you should advise your proxy to do so prior to the AGM.
- One voting Ordinary Member may hold only up to a maximum of ten (10) proxies.

All proxies should be submitted to EuroCham at the address stated above by **12:00** on **Friday, 2nd March 2012**. Any proxies not submitted correctly by this time may be rejected by the Chairman of EuroCham on Wednesday, 7th 2012 prior to the start of the AGM.

4. Voting procedures:

- Votes for the accounts 2011, the budget 2012 and other AGM proposals (if any) will be conducted by a show of hands.
- Votes for the election of the Executive Committee 2012 will be conducted by secret ballots and audited by E&Y.

Dated: 2nd February 2012

Alain Cany
EuroCham Chairman