



British Chamber of Commerce Myanmar
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Pabedan Township
Yangon
Myanmar
Tel: +95 (0)1 925 3748

Registration Number: 115646346

11th September 2019

Dear Member,

Notice of Annual General Meeting 2019

Notice is given of the Annual General Meeting 2019 of the British Chamber of Commerce Myanmar ("Chamber") to be held at the Pan Pacific Hotel, Yangon at **6:00 pm on Wednesday 13th November 2019.**

Prior to the AGM the Chamber will organise a Business & Trade Fair in the afternoon from 3pm allowing companies to present their products and services. Separate notification will shortly be sent on arrangements. Coffee & Tea will be served during this period.

The AGM will be followed by a reception hosted by the Chamber, to which the presidents and board members of other international and local chambers of commerce and business associations in Myanmar will also be invited. This will be held in the same venue as the Business & Trade Fair

The Annual General Meeting will receive a report of the Chamber's activities, in which the Chamber's progress and achievements during the past year will be reviewed and initiatives for the rest of 2019 and 2020 will be presented. The accounts for the financial year ended [30] April 2019 will be presented at the Annual General Meeting, for members' approval.

The accounts will be posted on the Chamber website by Friday 1st November 2019.

In addition, as the Chamber is proposing to adopt new Articles of Association (in the form [currently] available on the Chamber website - further details below), the following resolution will be proposed as special business at the Annual General Meeting:

SPECIAL BUSINESS

Adoption of new Articles of Association

To consider and, if thought fit, pass the following resolution as a special resolution:

Resolution No 1

That for future AGM' elections the submission and counting of such votes for election to the British Chamber of Commerce Myanmar Board of Directors shall remain open until 4pm on the day of any future AGM and not as currently stipulated voting closes 5 working days before the commencement of the AGM

Eligibility to attend and vote

You are entitled to attend the Annual General Meeting if you are:

(i) the person your company has nominated as its primary member of the Chamber ("Nominee"), entitled to represent your company for purposes of voting at general meetings of the Chamber and for members nominated to serve on the Chamber's Central Executive Committee; or

(ii) one of the persons your company has nominated as an additional member ("Additional Member"), entitled to attend but not vote at general meetings of the Chamber, in each case as your company (as a current corporate member) has notified to the Chamber in writing [in accordance with the terms of your membership].

If you are your company's Nominee, you are entitled to vote during the Annual General Meeting. If you are unable to attend, kindly nominate a representative or submit your vote by proxy, by completing the Proxy Form, which is available on the Chamber website.

Nominations for Central Executive Committee

Nominations for the Chamber's Central Executive Committee ("Committee") are requested. The current Committee has resolved that the incoming Committee should consist of eleven (11) members, in accordance with the Chamber's constitution.

Any Nominee or Additional Member is eligible for election to the Committee, provided that: (i) the nomination for election is signed in support on behalf of two other current corporate members; and (ii) each member of the Committee must represent a different member of the Chamber.

New incoming members of the Committee will hold office from the close of the Annual General Meeting 2019, the Committee will thereafter be elected biannually.

Nominations must be submitted in writing to the Secretary of the Chamber, using the nomination form available on the Chamber website, (also attached to this email) no later than **6:00pm** on **11th October 2019**. Under the Chamber's current Articles of Association, if more than five nominations for election are received, a secret ballot will be held. Nominations shall be submitted to **Britchamsecretary@gmail.com**

Forms and Documents

The following forms and documents will be available for download from the Chamber [website](#) on 13th September 2019 www.britishchambermyanmar.com/resources/online-resources.html

- **Notice of AGM 2019 and Agenda**
- **AGM 2019 Registration Form**
- **Proxy Form**
- **Central Executive Committee Nomination Form (also attached to this document)**
- **Central Executive Committee Responsibility Statement**

Please do not hesitate to contact us if you have any queries – info@britishchambermyanmar.com

On behalf of and by order of the Secretary of the **Central Executive Committee, Mr Richard Emerson.**

Peter Crowhurst
Chief Executive Officer
British Chamber of Commerce Myanmar