

BCA BC BMSC/CIR/2022/7

Building Plan & Management Group

16 December 2022

Management Corporation
Chairperson/ Secretary/ Council Members

Dear Sir/Madam

Convening of General Meeting In-Person or Via Electronic / Partial Electronic Means

1 We refer to our circular dated 7 April 2021 (last updated on 28 March 2022) on 'Convening of General Meeting via Alternative Electronic Means amid COVID-19 Situation'.

2 The Ministry of Law has announced on 15 December 2022, that the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings) Orders (the "Meetings Orders"), which enable various types of entities (including management corporations) to convene, hold or conduct meetings through electronic means, will cease on 1 July 2023.

3 We wish to clarify that Management Corporations (MCSTs) are currently permitted to hold their general meeting either in-person, by electronic or partial electronic means (i.e. a hybrid mode of meeting where some attendees attend in person while other attendees attend the meeting online) under the Meeting Orders till 30 June 2023.

4 When deciding the preferred mode for conducting general meeting, MCSTs are advised to consider the needs and circumstances of the subsidiary proprietors (SPs). MCSTs may wish to solicit feedback or conduct a survey among the SPs, before deciding the most appropriate mode of conducting the meeting. MCSTs should conduct meetings using a mode that would enable as many SPs to participate in the meeting as practicable.

5 If an MCST decides to hold the general meeting in hybrid mode, the MCST should ensure all prevailing provisions and requirements (in respect of e.g. quorum, voting, proxy, etc.) for both in-person and electronic meetings are met. The MCST should also provide assistance for SPs who may find it challenging to use the electronic system, if any, in the course of the meeting.

6 We are reviewing to provide MCSTs with the option to conduct general meetings, besides in person, also by electronic or partial electronic means in the long term.

Commissioner of Buildings
Building and Construction Authority