

**XXXX Trade Union Annual / Extraordinary\*  
General Meeting of Members / Members' Representatives\*  
Meeting Notice  
[Template]**

**Date:** DD/MM/YYYY (Day of the week X)

**Time:** XX:XX [AM / PM\*]

**Venue:** [Please fill in the meeting venue]

**Notice issuance date:** DD/MM/YYYY (Day of the week X)

**Meeting Agenda (Reference)**

1. Approval of the minutes of the previous meeting
2. Election of the executive committee for the year 20XX / 20XX
3. Amendment to Rule XX of the constitution, with the following content:  
[Please briefly describe the amendment content, for example: "adjust the annual membership fee to HKD XXX per year and introduce a new member benefits program"]
4. Any other business

\*Please delete whichever is inappropriate.

**Issued by:** [Please fill in name and position]

**Signatures of voting members  
(if applicable)**

(1) ..... ( )

(2) ..... ( )

(3) ..... ( )

(4) ..... ( )

(5) ..... ( )

(6) ..... ( )

(7) ..... ( )