

**Annex A**

**Requirements for general meetings for the purpose of collective sale**

<b>Key parameter</b>	<b>Requirement under Meetings Order and LTSA before 1 Jul 2023</b>	<b>Requirements under LTSA w.e.f. 1 Jul 2023</b>
Mode of meeting	Meetings can be held in-person or through virtual means (whether wholly or partly)	Meetings can continue to be held in-person or through virtual means (whether wholly or partly).  However, owners or SPs will now have the option to pass a resolution at a general meeting for the purpose of a collective sale to prevent future meetings from being held in a fully virtual manner as per the new para 2A(2) of the LTSA.
Issuance of meeting notices	Physical notices of meetings can be sent as per the requirements in the LTSA.  The Meetings Order also allows for meeting notices to be sent by electronic means.	Physical notices of meetings will be required to be sent regardless of the mode of meeting. However, additional copies of the meeting notices can continue to be sent by electronic means.
Content of meeting notices	Where meetings are held by virtual means (whether wholly or partly) meeting notices must contain additional information describing (i) the means which the meeting can be electronically accessed, (ii) how the person may vote at the meeting by electronic means, (iii) how the person may send to the chairperson substantial and relevant matters which they wish to raise and (iv) may be accompanied by any other documents relevant to the meeting.	To simplify requirements, notices of meetings held by virtual means (whether wholly or partly) will only require the additional information on (i) and (ii).

Attendance and Quorum	The Meetings Order allows individuals to attend the meeting electronically, and they are considered to have contributed to the quorum if they are verified by the secretary of the council of a management corporation or a person appointed by the council to verify the quorum (as the case may be) as attending the meeting and is acknowledged by electronic means by the chairperson of the meeting as present at the meeting.	The amended LTSA has adopted similar provisions on attendance and quorum.
Voting by electronic means	The Meetings Order allows voting to be conducted electronically only if (i) the electronic voting system used accurately counts all votes cast for and against any proposal submitted at the meeting; (b) the electronic voting system used is capable of providing records from which the operation of the electronic voting system may be audited and for verification of the accuracy of the recording and counting of votes; (c) the chairperson must, during the meeting, declare the result of the voting by electronic means on any proposal submitted at the meeting.	The amended LTSA has adopted similar provisions on electronic voting.
Minutes of meeting	There are no specific provisions on the minutes of meeting in the LTSA or Meeting Order.	The amended LTSA will require specific information to be included in the minutes of meeting, as defined in the new para 11A of the Second Schedule.
Submission of proxy forms	The Meetings Order allow for the submission of proxy forms by electronic mail to an electronic mail address stated in the notice of meeting or other electronic means as the management corporation considers appropriate.	The amended LTSA will allow for the submission of proxy forms by electronic mail to an electronic mail address stated in the notice of meeting.