

SEMBAWANG FAMILY SERVICE CENTRE

NOTICE OF ANNUAL GENERAL MEETING

To: Members of Sembawang Family Service Centre (SFSC)

NOTICE IS HEREBY GIVEN that the **ANNUAL GENERAL MEETING (AGM)** will be held on Thursday 13th August 2020 at 8pm.

The said Annual General Meeting will be held to transact the following business:

AGENDA

Ordinary Business

1. To confirm the Minutes of the last AGM held on 31 July 2019.
2. Report by Executive Director of Centre's work and activities.
3. To receive and if approved, adopt the SFSC Annual Report for the FYE 31 March 2020.
4. To receive and if approved, adopt SFSC's Financial Statement for FYE 31 March 2020.
5. To re-appoint Baker Tilly TFW LLP as Auditors for FY2020/2021.
6. Following the resignations of Mr Chui Tau Siong and Ms Koh Guek Eng,
 - (i) To elect Mr Gerald Chia as Management Committee member and appoint as Treasurer; and
 - (ii) To appoint Mrs Chau Siew Lin as Vice-Chairman.

Special Business

7. To approve the amendment to SFSC Constitution.
8. To review and approve the Governance Evaluation Checklist and Board Self Evaluation Checklist

This Notice has been made available on SFSC's website and to members of MC by email.

Attached are:

- The Minutes of the last Annual General Meeting [**Appendix 1**]
- The Annual Report for SFSC 2020 [**Appendix 2**]

- The Audited Financial Statements and Auditor's Report for Financial Year ended on 31 March 2020 [**Appendix 3**]
- Amendment to SFSC Constitution [**Appendix 4**]
- Governance and Board Self Evaluation Checklist [**Appendix 5 & 6**]
- Proxy form [**Appendix 7**]

Important Notes:

In light of the COVID-19 situation and pursuant to the relevant order under the COVID-19 (Temporary Measures) Act 2020, the following arrangements will be adopted for the Annual General Meeting:

- (a) A member will not be able to attend the Annual General Meeting in person. A member may only attend the Annual General Meeting by observing and listening to the proceedings of the meeting by electronic means via the Zoom platform. The details of the Zoom invite are attached <https://zoom.us/j/95273186531?pwd=aGJoZXl3TlIETCtWS1NnaVJRjINdz09>

Meeting ID: 952 7318 6531
Passcode: 277221
- (b) A member may submit questions to SFSC via email. The questions must reach SFSC at least **7 days** prior to the Annual General Meeting;
- (c) All substantial and relevant questions will be addressed by the Management Committee (MC) prior to, or at, the Annual General Meeting.
- (d) A **member may only vote by appointing the Chairman** of the meeting as the member's proxy to vote at the meeting:
 - (i) by filling in and submitting the instrument of appointment (***"Proxy Form"***) ***as per the attached and emailing a PDF Version*** to the **attention of the Chairman, Mrs April Ong-Lee @ april.leeml@gmail.com and Executive Director @ hosauken@sfsc.org.sg.**
 - (ii) the completed proxy form must reach the SFSC at least 24 hours before the time for holding the Annual General Meeting.
 - (iii) In filling in the Proxy Form, a member must give specific instructions as to voting, or abstentions from voting, in respect of a resolution. Failure to do so will invalidate the appointment of the Chair of the Meeting as proxy for that resolution.

For and on behalf of
SEMBAWANG FAMILY SERVICE CENTRE
Ms Rachel Hau
Secretary