

29 April 2022

Dear ASCD (Singapore) Member

**NOTICE OF THE 33<sup>rd</sup> ANNUAL GENERAL MEETING  
ON SATURDAY, 28<sup>th</sup> MAY 2022, AT 10.00 A.M.**

**This will be an ONLINE MEETING Via ZOOM**

ASCD (Singapore) will be holding our Annual General Meeting (AGM) online for the third year. Although there has been much easing of the SOPs for gatherings of large groups of people, we decided that we should continue with the Online meetings until members are more relaxed about in-person meetings.

You **must confirm your attendance via email** so that you can be included in the proceedings using the zoom links which we will send to you 7 days before the meeting. The AGM will be called to order at 10.00 a.m. Attendance will be recorded. In the event of an insufficient quorum, the AGM will be adjourned to 10.30am on the same day and will proceed online.

This year, we will elect the full 17<sup>th</sup> ASCD (Singapore) Executive Council whose tenure will be from 1<sup>st</sup> July 2022 to 30<sup>th</sup> June 2024. In addition, we will also elect two of Hon Auditors who will be reviewing the accounts for the year 1 January to 31 December 2022. Hon Auditors have to be elected every year. Proxy Forms will be sent for your signature. You will need to return the signed Proxy Forms back to the Secretariat.

We will be forwarding the following documents by 6<sup>th</sup> May 2022.

- Nomination Forms for ALL positions
- The Annual Report
- The Auditors' Report, and
- Minutes of the 32<sup>nd</sup> AGM for your perusal.

Please note:

1. Notice of any other business which you would like to discuss at the AGM should be made to the Honorary Secretary 2 weeks before the Annual General Meeting, that is, by **14<sup>th</sup> May 2022**.
2. Nomination forms for the election of ALL positions should be sent by **14<sup>th</sup> May 2022**.

The AGM is your opportunity to exercise your voting rights and select the right people to help you get the best of your ASCD (Singapore) membership.

Please reply as soon as possible to us by email to [ascd@work-solutions.com](mailto:ascd@work-solutions.com) to submit your nominations and any business for discussion as well as to confirm your attendance. Please also ensure that you include the following information in your email:

- Your name
- Your email address
- Your mobile phone number

We look forward to seeing you ONLINE on Saturday, 28<sup>th</sup> May 2022!

Sincerely



**Choy Ban Heng  
Hon Secretary**