



STEP (SINGAPORE BRANCH)

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING OF THE SOCIETY WILL BE HELD AT 1 MARINA BOULEVARD, NTUC CENTRE, LEVEL 9, ROOM 903, S 018989 ON 28 JUNE 2018 AT 5.00PM.

AGENDA

To receive, consider and, if thought fit, to adopt the following:

1. **ADOPTION OF MINUTES OF THE LAST AGM**
That the Minutes of the Annual General Meeting held on 29th June 2017 (attached as **APPENDIX A**) be accepted by members of the Society.
2. **UPDATE ON PAST AND UPCOMING ACTIVITIES OF THE SINGAPORE BRANCH**
3. **FINANCIAL STATUS OF SOCIETY**
Presentation and approval of the accounts for the period 1 April 2017-31 March 2018.
4. **ELECTION OF OFFICE BEARERS**
That office bearers of the Society be elected for the forthcoming one-year period from the date of this AGM,
5. **PROPOSED CONSTITUTIONAL AMENDMENTS**
The Constitution be amended as marked out in the attached **APPENDIX B**. Adoption of the proposed amendments is governed by clause 13.2 of the Constitution wherein a 2/3 majority of voting members present and the approval of the Registrar of Societies are both required
6. **REAPPOINTMENT OF AUDITORS**
That Tassure Asia LLP be re-appointed as auditors of the Society for a further 1-year term.
7. **ANY OTHER BUSINESS**

Nomination Procedure

In accordance with Article 8.3 of the Society's Constitution, "The Secretary shall, no later than twenty-one (21) days before the day appointed for the Annual General Meeting, invite members in writing, to nominate candidates for the posts of office-bearers and members of the Committee, and make available a nomination form, for such purposes. The nomination form shall be as agreed by the Committee and posted on the web-site."

In accordance with Article 8.4, "Nominations shall be made on the nomination form referred to in Clause 8.3 hereof. Each nomination form shall be delivered to the Secretary no later than seven (7) days before the day appointed for the Annual General Meeting." A copy of the Nomination Form is enclosed.

In accordance with Article 7.8 of the Association's Constitution, "Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one week before the meeting is due to be held." Should any member have any other matters to be raised, please notify the Secretariat no later than 5.00pm on Thursday, 21 June 2018 so that the matter can be circulated to members in sufficient time prior to the AGM.

DATED THIS 1st DAY OF JUNE 2018

Choi Heng Yen Lionel
Secretary, Society of Trust & Estate Practitioners (Singapore Branch)

REPLY FORM (please reply by 21 June 2018)

To facilitate the catering and seating arrangements, please complete the Reply Form below and return it via fax (+65-6225 9426), normal mail (STEP Singapore Secretariat, 6 Eu Tong Sen Street, #05-07, Clarke Quay Central, S(059817)) or email secretariat@step.org.sg.

I will / will not* be attending the Annual General Meeting on 28 June 2018. *delete as applicable

Name: _____ Membership Number: _____

Email: _____ Tel: _____ Fax: _____

Mailing Address: _____