



1 June 2018

Dear Member,

**NOMINATION FOR OFFICE BEARERS AND COMMITTEE MEMBERS
FOR THE YEAR 2018 - 2019**

STEP (Singapore Branch) will accept nominations for members to be elected to the STEP Committee for the year of 2018 – 2019.

The relevant Articles of the Society's Constitution are set out below for your attention:

- "8.3 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.
- 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.
- 8.5 Each nomination shall be signed by two (2) voting members who shall propose and second, and the nomination form shall bear the written consent of the member so nominated.
- 8.6 Nominations made from the floor at the Annual General Meeting shall not be accepted unless they are nomination for a post for which no valid nomination has been received in accordance with the provisions herein.
- 8.7 Every Candidate and his respective proposer and seconder, and each of them shall not be in arrears of his or their respective subscriptions as at the date of nomination.
- 8.8 Every nomination form shall be delivered to the Secretary.
- 8.9 Any nomination that is not made in accordance with the provisions herein shall be invalid.
- 8.10 The Secretary, after verifying the eligibility of each nominee to be a candidate for election, shall cause to be posted on the Society's website, not later than four (4) days before the date appointed for the Annual General Meeting, the list of candidates validly nominated for election for the posts of office bearers and members of the Committee, listed in alphabetical order."

The nomination form is enclosed and original forms should be submitted duly completed to the Secretary by post or courier to be received at following address by ***no later than 5.00pm on 21 June 2018.***

Attn: Mr Choi Heng Yen Lionel
Secretary
STEP (Singapore Branch)
c/o Intellitrain Pte Ltd
6 Eu Tong Sen Street, #05-07, Clarke Quay Central, S(059817)

The names of all the Candidates shall be announced by notification in writing (or by electronic means) at least 4 days before the Annual General Meeting to be held on 28 June 2018.

Yours faithfully,

Mr Choi Heng Yen Lionel
Secretary
Enc.



**NOMINATION FORM FOR OFFICE BEARERS AND MEMBERS
OF STEP COMMITTEE 2018-2019**

Name of Nominee	Signature	Position <i>(*please delete as applicable)</i>
	I consent to the nomination:- Date:	*Chairman / Vice –Chairman/ Secretary/ Treasurer/ Ordinary Member

Name of Proposer	Signature	Date
Name of Seconder	Signature	Date

- Note: 1) Please use one form for each nomination.
2) Please send the Nomination Forms to reach the Secretary by no later than 5.00pm on Thursday, 21 June 2018.

Please submit original signed Nomination Forms by post or courier to:

Attn:

Mr Choi Heng Yen Lionel
Secretary
STEP (Singapore Branch)
c/o Intellitrain Pte Ltd
6 Eu Tong Sen Street
#05-07, Clarke Quay Central S(059817)