



STEP (SINGAPORE BRANCH)

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING OF THE SOCIETY WILL BE HELD AT ORCHID BALLROOM, 6 EU TONG SEN STREET, #04-85, THE CENTRAL (CLARKE QUAY), SINGAPORE 059817 ON 27 JUNE 2019 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 28th June 2018 (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 2018-31 March 2019.
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. REAPPOINTMENT OF AUDITORS
That Tassure Asia LLP be re-appointed as auditors of the Society for a further 1-year term.
6. COUNCIL REPRESENTATIVE ELECTION POLICY
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, 20 June 2019 so that the matter can be circulated to members in sufficient time prior to the AGM.

DATED THIS 6th DAY OF JUNE 2019

Sim Bock Eng
Secretary, Society of Trust & Estate Practitioners (Singapore Branch)

REPLY FORM (please reply by 20 June 2019)

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 27 June 2019. *delete as applicable

Name: _____ Membership Number: _____

Email: _____ Tel: _____ Fax: _____

Mailing Address: _____