[Sample Notice of Annual General Meeting Template]

[Name of Mutual Benefit Organisation (‘MBO’)]

[Date]

**Notice of the Annual General Meeting of [name of MBO]**

Dear member,

Notice is hereby given that the Annual General Meeting of the members of [name of MBO] (‘the MBO’) will be convened and held by way of electronic means **at [time]** **on [date]** to transact the following business:

|  |  |
| --- | --- |
| **No.** | **Proposed Resolutions**  *[Note: Refer to Proxy Form Template for sample resolutions.]* |
| 1 |  |
| 2 |  |
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**Important Notes**

1. Due to the current COVID-19 situation in Singapore, a member will not be able to attend the Annual General Meeting in person.
2. The Annual General Meeting will be convened and held by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Charities, Co-operative Societies and Mutual Benefit Organisations) Order 2020.
3. Please refer to **Annex A: Alternative Arrangements** for details of how the Annual General Meeting will be conducted, including how members may electronically access the meeting, send to the chairman of the meeting the substantial and relevant matters which they wish to raise, and cast their votes.
4. A member must appoint the chairman of the meeting as his/her proxy to attend, speak and vote on his/her behalf at the Annual General Meeting if such member wishes to exercise his/her voting rights at the Annual General Meeting.Please refer to **Annex B: Proxy Form** for information on how the chairman of the meeting may be appointed as proxy to vote.

**Documents Relevant to the Annual General Meeting**

The following documents to be laid or produced at the Annual General Meeting are [sent with this Notice] or [may be accessed online at online address / MBO’s website]:

1. The minutes of the last Annual General Meeting
2. The MBO’s audited financial statements and audit report for financial year ended on 31 December 2019
3. Key information on each individual proposed to be \*elected / re-elected as a member of the Management Committee or a Trustee
4. Key information on the auditor proposed to be \*appointed / re-appointed
5. Any other information relating to the proposed resolutions, e.g.:

* List of proposed rule amendments (if any)

**Personal Data Privacy**

By submitting an instrument appointing the chairman of the meeting as proxy to attend, speak and vote at the Annual General Meeting and/or any adjournment thereof, a member is deemed to have consented to the collection, use and disclosure of the member’s personal data by the MBO (or its agents or service providers) for the purposes of:

1. processing and administration of the member’s appointment of the chairman of the meeting as proxy for the Annual General Meeting (including any adjournment thereof);
2. preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (including any adjournment thereof); and
3. compliance by the MBO (or its agents or service providers) with any applicable laws, regulations, guidelines and/or the MBO’s rules.

**Annex A: Alternative Arrangements for Annual General Meeting of [name of MBO] on [date]**

1. **No personal attendance at the Annual General Meeting (‘AGM’)**: Due to the current COVID-19 situation in Singapore, members will not be able to attend the AGM in person.
2. **Participation at the AGM electronically**: Members may participate at the AGM by:
3. attending or observing and listening to the AGM proceedings by electronic means;
4. submitting matters that they wish to raise in advance of the AGM; and
5. appointing the chairman of the meeting as proxy to attend, speak and vote on their behalf at the AGM.
6. **Steps for pre-registration, pre-submission of questions and voting at the AGM**:

*[Note: The table below is for illustration purpose only. Each MBO should provide detailed information to members on the steps to take and deadlines to meet.]*

| **Steps** | **Details** |
| --- | --- |
| **Pre-registration for attendance by electronic means**    *[Note: If pre-registration is required.]* | **Members must pre-register at the pre-registration website at [online address] from now till [time] on [date] to enable the MBO to verify their status as members.**  Following the verification, authenticated members will receive a confirmation email by **[time] on [date]**. The email will contain user ID and password details, as well as the link to access the live audio-visual webcast and a toll-free telephone number to access the live audio-only stream of the AGM proceedings.  Members who do not receive a confirmation email by **[time] on [date]**, but have registered by the deadline for pre-registration should contact [name] at [phone number]. |
| **Submit questions in advance** | **Members will not be able to raise matters or ask questions at the AGM live during the webcast or audio-stream.**  **In advance of the AGM, members should send to the chairman of the meeting the matters which they wish to raise at the meeting, in the following manner:**   1. **Via pre-registration website**: Members who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration website at [online address].      1. **By email**: Questions may be emailed to [name] at [email address]. 2. **By post**: Questions may be sent by post to [name] at [mailing address].   **Deadline to submit questions**: All questions must be submitted by **[time] on [date]**.  **Addressing questions**:  All substantial and relevant matters raised before the deadline will be addressed by the Management Committee prior to, or at, the AGM.  The Management Committee will endeavour to address all substantial and relevant matters raised by members during the AGM through live audio-visual webcast and live audio-only stream. However, as there may not be sufficient time to address all such matters raised during the AGM itself, responses to those questions which could not be addressed during the AGM will be published on the MBO’s website prior to the AGM.  *[Optional]* **Minutes of AGM**: The minutes of the AGM will be published on the MBO’s website, and the minutes will include the responses to substantial and relevant questions from members which are addressed during the AGM. |
| **Submit proxy forms to vote** | **Appointment of chairman of the meeting as proxy**: Members who wish to vote on the resolutions to be tabled at the AGM must appoint the chairman of the meeting as their proxy to attend, speak and vote on their behalf at the AGM, by depositing with the MBO an instrument of appointment (‘proxy form’). **Detailed instructions may be found in the proxy form (Annex B)**.  **Specific voting instructions to be given**: Where members appoint the chairman of the meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of each resolution in the proxy form, failing which the appointment of the chairman of the meeting as proxy for that resolution will be treated as invalid.  **Submission of proxy forms**: Proxy forms must be submitted by post or by email (as specified in the proxy form), and must reach the MBO by **[time] on [date]**. |

1. **The AGM will be held at [time] on [date].** Members may electronically access the meeting by:

*[Where there is pre-registration]*

* Clicking on the link in the confirmation email and entering the user ID and password to access the live audio-visual webcast of the AGM proceedings; or
* Calling the toll-free telephone number in the confirmation email to access the live audio-only stream of the AGM proceedings.

*[No pre-registration]*

* [Describe how members may attend the AGM, “by observing and listening to the proceedings of the meeting by electronic means, if access to both an audio broadcast and audio-visual broadcast is provided to the member” (refer to the Third Schedule of the Order).]
* Going to [online location]. Access to the online location will be granted through [process of granting access, e.g. password]. The electronic attendance of each member will be verified by [process of verification].

[*Note to MBOs: This template is only a sample for reference. Please refer to the Order, the Mutual Benefit Organisations Act and your MBO’s rules to determine whether and how the template needs to be revised.*]