



SINGAPORE MALAY TEACHERS' CO-OPERATIVE LTD

1st August 2020

**Notice of the Annual General Meeting of
SINGAPORE MALAY TEACHERS' CO-OPERATIVE LTD
UEN: S31CS0008K**

Para Anggota Biasa dan Bersekutu:

Harap maklum Mesyuarat Agung Tahunan Kopertif Guru-Guru Melayu Singapura Berhad akan diadakan dan dijalankan melalui elektronik pada 10:30 pagi, hari Sabtu, 29hb Ogos 2020 bagi membincangkan perkara-perkara seperti berikut:

Notice is hereby given that the Annual General Meeting of the members or delegates of **Singapore Malay Teachers' Co-operative Ltd.** will be convened and held by way of electronic means at **10.30 am on Sat. 29th August 2020** to transact the following business:

| No. | Proposed Resolutions: Please refer to “Laporan Tahunan & Penyata Kewangan SGM Bertarikh, 31 December 2019”. Resolusi-resolusi yang dicadangkan: Sila rujuk “Laporan Tahunan & Penyata Kewangan SGM bertarikh, 31hb Disember 2019”. |
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| 1 | Agenda 3: Mengsahkan minit Mesyuarat Agung Tahunan Ke-82 bertarikh, 27 th July 2019. |
| 2 | Agenda 4: Menerima dan meluluskan Laporan/Penyata Tahunan Lembaga Pengarah 2019/2020. |
| 3 | Agenda 5: Menerima dan meluluskan Laporan/Penyata Jawatankuasa Audit/Audit Dalaman 2019/2020. |
| 4 | Agenda 6: Meluluskan pindaan Undang-undang Kecil (By-Laws) SGM Singapura Koperatif Bhd (Singapore Malay Teachers' Co-operative Ltd) |
| 5 | Agenda 7: Meluluskan Dana Reserve (Reserve Fund). |
| 6 | Agenda 8: Menerima dan meluluskan Laporan/Penyata Juruaudit Luar Tetuan Rohan.Mah & Penyata Kewangan tahun kewangan bertarikh, 31 December 2019. |
| 7. | Agenda 9: Meluluskan peruntukan lebihan kasar tahun kewangan 2019, berjumlah \$52,783 kedalam Dana Reserve (Reserve Fund). |



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| 8. | Agenda 10: Meluluskan laporan Jawatankuasa Pengurusan Dan Kebajikan Bersama (DKB): 10.1 Penyata kewangan bertarikh, 31hb Disember 2019; dan 10.2 Cadangan mengubah fungsi DKB menjadi Lembaga Kebajikan Bersama SGM bercorak (Mutual Benefits Organisation). |
| 9. | Agenda 11: Meluluskan anggaran perbelanjaan (Budgets) SGM Koperatif Bhd, SGM Murni and SGM Little KiDZ untuk tahun kewangan 2021 |
| 10. | Agenda 12: Melantik/melantik semula lima orang Lembaga Pengarah bagi Penggal 2020 - 2023. |
| 11. | Agenda 13: Melantik juruaudit luar Tetuan _____ untuk SGM bagi tahun 2021. |
| 12. | Agenda14: Membincang cadangan bertulis yang telah diterima oleh Pengerusi SGM sekurang-kurangnya 7 hari sebelum MAT SGM Ke-83. |

Important Notes (Nota-nota yang penting)

- (1) Due to the current COVID-19 situation in Singapore, a member will not be able to attend the Annual General Meeting in person.
Disebabkan situasi Covid-19 kini di Singapura and atas arahan Pendaftar melalui undang-undang mengenai persiapan alternatif bagi MAT Koperatif 2020, semua anggota SGM tidak akan menghadiri MAT secara biasa.
- (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.
MAT tahun ini akan diadakan secara elektronik, sesuai dengan peraturan-peraturan yang tertara dalam Peraturan 2020 Covid-19 bagi mengadakan mesyuarat koperatif
- (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.
Harap rujuk kepada Lampiran A: Persiapan Alternatif bagi meneliti butir-butir bagaimana MAT akan dijalankan, termasuk bagaimana para anggota AGM boleh secara elektronik "menghadiri" MAT, mengirimkan kepada pihak Pengerusi MAT segala perkara yang hendak to timbulkan and juga menjalankan pilihan masing-masing



- (4) A member must appoint the Chairman of the meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Annual General Meeting if such member wishes to exercise his/her/its 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.
Anggota SGM mesti melantik Pengerusi MAT sebagai proksi bagi menghadiri, berhujah dan mengundi bagi pihak anggota di MAT, jika anggota berkenaan ingin menggunakan hak mengundi di MAT kelak. Harap rujuk kepada Lampiran B: Borang Proksi bagi informasi bagaimana Pengerusi MAT boleh dilantik sebagai proksi mengundi.

Documents Relevant to the Annual General Meeting
Dokumen-Dokumen yang relevan untuk MAT

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 / Society's website:
Dokumen-dokuman MAT berikut yang akan dikirimkan serta Notis ini boleh juga didapati di Lelaman (website) SGM:

- (a) The minutes of the last Annual General Meeting
Minit MAT tahun lalu.
- (b) The Society's annual report for financial year ended on 31 December 2019.
Penyata Tahunan SGM bagi tahun kewangan berakhir 31hb Disember 2019.
- (c) The Society's audited financial statements and audit report for financial year ended on 31 December 2019.
Penyata Tahunan Kewangan dan Laporan Audit bagi tahun kewangan berakhir 31hb Disember 2019.
- (d) Proposed distribution of net surplus for financial year ended on 31 December 2019.
Pembahagian yang dicadangkan bagi lebihan bersih bagi tahun kewangan berakhir 31hb Disember 2019.
- (e) Key information on each individual proposed to be *elected / re-elected to the Committee of Management
Informasi yang utama terhadap individu yang dicadangkan untuk dipilih/dipilih semula ke Jawatankuasa Pengurusan (Lembaga Pengarah)
- (f) Key information on the auditor proposed to be *appointed / re-appointed
Informasi yang utama terhadap audit luar yang dicadangkan untuk dilantik/dilantik semula.
- (g) Any other information relating to the proposed resolutions, e.g.:
- Proposed honoraria, allowances and other benefits to the Committee of Management



Honoraria, elaun dan faedah yang dicadangkan kepada Jawatankuasa Pengurusan

- List of proposed by-law amendments
Senarai pindaan-pindaan kepada peraturan kecil (by-law) SGM
- Information required to be tabled or reported under the Written Direction to Credit Societies on Investments.
Informasi yang diperlukan dilaporkan dibawah Arahan Tertulis kepada koperatif-koperatif kredit terhadap Pelaburan.

Personal Data Privacy (Maklumat Peribadi Yang Berkesendirian)

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 or delegate's personal data by the Co-op (or its agents or service providers) for the purposes of:

- (a) 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);
- (b) preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (including any adjournment thereof); and
- (c) compliance by the Co-op (or its agents or service providers) with any applicable laws, regulations, guidelines and/or the Society's by-laws.

Dengan menyampaikan suatu surat-cara (instrument) melantik Pengerusi MAT SGM sebagai suatu proksi bagi menghadiri, berhujah dan mengundi dalam MAT SGM dan/atau apa saja penangguhan sebaliknya, bermakna seseorang anggota SGM itu dianggap telah memberi persetujuan mengumpul, mengguna dan mendedahkan maklumat peribadi anggota kepada pihak SGM bagi keperluan yang tersebut dibawah ini:

- (a) *memproses dan mentadbir perantikan Pengerusi MAT sebagai proksi untuk MAT SGM (termasuk apa saja penangguhan sesudah itu);*
- (b) *segala persediaan dan menyerenakan kedatangan, minit-minit dan dokumen-dokumen lain yang ada kena-mengena dengan MAT SGM (termasuk apa saja penangguhan sesudah itu); dan*
- (c) *Penyetujuan (Compliance) oleh SGM (atau agen-agen or penyelia perkhidmatan) dengan apa saja undang-undang, peraturan-peraturan, garispandu-garispandu dan/atau peraturan kecil SGM.*



Annex A: Alternative Arrangements for Annual General Meeting of Singapore Malay Teachers' Cooperative Ltd on Saturday, 29th August 2020.

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:
 - (a) attending or observing and listening to the AGM proceedings by electronic means;
 - (b) submitting matters that they wish to raise in advance of the AGM; and
 - (c) appointing the Chairman of the meeting as proxy to attend, speak and vote on their behalf at the AGM.
3. **Steps for pre-registration, pre-submission of questions and voting at the AGM**:

| Steps | Details |
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| Pre-registration for attendance by electronic means | <p>Members must pre-register at the pre-registration website at http://www.sgmcoop.org.sg from now till 12.00 noon on 20 August 2020 to enable the Society to verify their status as members.</p> <p>Following the verification, authenticated members will receive a confirmation email by 12.00 noon on 20 August 2020. 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.</p> <p>Members who do not receive a confirmation email by 12.00 noon on 20 August 2020, but have registered by the deadline for pre-registration should contact Ms Norliza Ripin at 67439595.</p> |
| Submit questions in advance | <p>Members will not be able to raise matters or ask questions at the AGM live during the webcast or audio-stream.</p> <p>In advance of the AGM, members should send to the</p> |



| Steps | Details |
|--|---|
| | <p>Chairman of the meeting the matters which they wish to raise at the meeting, in the following manner:</p> <p>(a) 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 http://www.sgmcoop.org.sg</p> <p>(b) By email: Questions may be emailed to Manager at moen_kasir@sgmcoop.org.sg.</p> <p>(c) By post: Questions may be sent by post to Manager at 785 Geylang Road, Singapore 389673.</p> <p>Deadline to submit questions: All questions must be submitted by 12.00 noon on 20 August 2020.</p> <p>Addressing questions: All substantial and relevant matters raised before the deadline will be addressed by the Committee of Management prior to, or at, the AGM.</p> <p>The Committee of Management 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 Society's website prior to the AGM.</p> <p>Minutes of AGM: The minutes of the AGM will be published on the Society website, and the minutes will include the responses to substantial and relevant questions from members which are addressed during the AGM.</p> |
| <p>Submit proxy forms to vote</p> | <p>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 Society an instrument of appointment ('proxy form'). Detailed instructions may be found in the proxy form</p> |



| Steps | Details |
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| | <p data-bbox="459 277 619 309">(Annex B).</p> <p data-bbox="459 376 1378 618">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.</p> <p data-bbox="459 674 1378 786">Submission of proxy forms: Proxy forms must be submitted by post or by email (as specified in the proxy form), and must reach the Society by 12.00 noon on 20 August 2020.</p> |

4. **The AGM will be held at 10.30 am on Sat. 29 August 2020.** Members may electronically access the meeting by:
- 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.
 - Going to <http://www.sgmcoop.org.sg>. 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].