



MINUTES OF THE 86th ANNUAL GENERAL MEETING 2023 HELD ON SATURDAY, 5 AUGUST 2023 AT Great Eastern Life Building Paya Lebar Quarter Tower 3, #13-01 (2 Tanjong Katong Road, Singapore 437161)

Present physical: 31 members

There being a quorum, the chairman, Cikgu Mohd Faizal Fadzllillah, called the meeting to order at 10:15am.

Message by SGM Chairman

The Chairman in his address welcomed everyone to SGM’s 86th Annual General Meeting. His speech is per the annual report.

Updates on SSA Strategic Plan, Applivon System Migration and Shariah compliant financing business project

Dr. Shamsiah Bte Abdul Karim, the CEO of Pergas Investment Holdings, and Mdm Isriyanti Akira, solution consultant for Applivon system, were invited to share the latest progress on their projects with SGM and the plans moving forward.

Go-Live Plan

Our focus is firmly set on meticulous data preparation and review to ensure successful migration into the system.

We recognize the necessity for system re-training for users, and have accordingly scheduled this, along with an additional round of User Acceptance Testing.

Once the data has been thoroughly validated for accuracy, we will commence with the data migration process.

We anticipate the system will go live on October 2nd. Moreover, to allow for potential refinements, the Members Portal is slated to launch on November 1st.

Activity	Resource	Status	Start	End	Days
Data Preparation					
Members Data	Siti		07-08-23	07-08-23	1.0
Loans Data	Mr Rab		07-08-23	31-08-23	25.0
Savings Data	Mr Rab		01-09-23	07-09-23	7.0
Employee Data Update	Tini		28-08-23	31-08-23	4.0
Employee Salary Data Update	Tini		01-09-23	08-09-23	8.0
Employee Leave Data Update	Tini		11-09-23	15-09-23	5.0
Accounts Opening Balance	Mr Rab		08-09-23	15-09-23	8.0
Childcare Student Opening Balance	Mr Rab		01-09-23	15-09-23	15.0
Data Migration					
Members Loans Data Import	Applivon		04-09-23	13-09-23	10.0
Members Savings Data Import	Applivon		14-09-23	18-09-23	5.0
Accounts Opening Balance Import (HQ)	Applivon		19-09-23	21-09-23	3.0
Childcare Student Opening Balance Import	Applivon		22-09-23	25-09-23	4.0
Re-Training + UAT					
Accounting Module	Applivon / SGM		06-09-23	06-09-23	1.0
Purchasing Module	Applivon / SGM		06-09-23	06-09-23	1.0
Childcare Accounting + Leave	Applivon / Centre		11-09-23	11-09-23	1.0
HR Payroll	Applivon / Tini		06-09-23	06-09-23	1.0
HR Leave	Applivon / Tini		18-09-23	18-09-23	1.0
Re-Training + UAT					
Members Module	Applivon / SGM		25-09-23	25-09-23	1.0
Loans Module	Applivon / SGM		25-09-23	25-09-23	1.0
Savings Module	Applivon / SGM		27-09-23	27-09-23	1.0
Deduction Module	Applivon / SGM		27-09-23	27-09-23	1.0
Members Portal	Applivon / Focu...		30-09-23	30-09-23	1.0
Go-Live					
Production System Smoke Test	Applivon / SGM		18-10-23	20-10-23	5.0
Go-Live : Childcare Centre Invoicing	Applivon / SGM		02-10-23	02-10-23	1.0
Go-Live Accounts + Membership Management	Applivon / SGM		02-10-23	02-10-23	1.0
Go-Live : HR	Applivon / SGM		02-10-23	02-10-23	1.0
Go-Live Members Portal	Applivon / SGM		01-11-23	01-11-23	1.0

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CEO of SGM also briefly shared the SSA Strategic Plans. One of the members, Cikgu Moen Kasir highlighted that there is a need for SGM to be more prudent when going digital. He mentioned about the need to focus on cybersecurity to ensure among other things, that SGM is in compliant with PDPA.

Written Feedback of SGM Members

No	Comments	Responses
1	More cooperation and teamwork among staffs	Team bonding among HQ, childcare staff and BOD during teachers' day
2	Salary increment	Salary guide FY2024 to supercede the FY2020 version
3	Have more interactions with members	Social media marketing implemented Publicity team with the 2 principals led by Dr Hirman
4	With its full-time management duly manned by professionals, SGM still cannot conduct its AGM on the obligatory deadline, why?	MCCY has been informed of the reasons for the delay. SGM is undergoing business transformation with several other ongoing projects.

One of the members, Haji Johari Mohd Rais, commented that the duration given for BOD members to work on SGM's strategic plans is limited, as much preparation is required for every subsequent AGM. He proposed to SGM to consider consulting MCCY if the upcoming AGM could be postponed further.

CONFIRMATION OF 85th AGM MINUTES

100% had voted to confirm and adopt the minutes of the 85th AGM (Appendix D of the annual report).

Total votes: 31

For: 31

Against: 0

Abstain: 0



Latest Audit Financial Statements Prepared by External Auditor, Rohan Mah

100% voted to receive the audited financial statements (per Appendix A) prepared by SGM's external auditor. It was presented by CFO, En Abdul Rab Md. Taib, focusing on the independent auditor's report.

Total votes: 31

For: 31

Against: 0

Abstain: 0

To accept the budget allocation for HQ and 2 childcare centres FY2023

100% voted to accept the budgets for HQ and the childcare centres (per Appendix B) as presented by CFO, En Abdul Rab Md. Taib.

Total votes: 31

For: 31

Against: 0

Abstain: 0

Revamp of SGM By-laws by Lawyer to align with model By-laws

CEO of SGM gave an overview of the key changes of the bylaws per Appendix C2 (i.e. table of amendments). Among the changes include the following:

- Change of name from "Singapore Malay Teachers' Cooperative Limited" to "Singapore Muslim Teachers' Co-operative Limited"
- Enhancements of the membership section
- Alignment to the model bylaws

One member, Cikgu Idris Taha, pointed out there is a typo in the original annual report. It states "Lawyer from was engaged to redraft the bylaws to align it with the model version". CEO of SGM admitted the typo and clarified that the lawyer who assisted in the revision of the bylaws is Claire Tham from HIN TAT AUGUSTINE & PARTNERS. The law firm is recommended by Singapore National Co-operative Federation after SGM sought advice from



Registry of Co-operative Societies (MCCY). The member proposed that such information be reflected in the annual report.

Total votes:	31
For:	31
Against:	0
Abstain:	0

Next Agenda - Financial Matters:

- a. Transfer \$45k DKA funds (common good funds) to reserve building and repair funds.
- b. Transfer \$5k from DKA funds to staff welfare fund.
- c. Treatment of monies (i.e. about \$4k) of former SGM members – put it in donation fund and inform MCCY (ie Registry of Co-operative Societies).
- d. Creation of Dana Kebajikan – Credit Default (i.e. DK-CD) in SGM and have a start-up amount i.e. “seed monies” (i.e. \$20k) from DKA

CEO and CFO of SGM provided an overview of the above to ensure SGM can sustain itself to operate efficiently.

Total votes:	31
For:	31
Against:	0
Abstain:	0



BOD allowance w.e.f FY2023 based on a proposed table

No	Post Held	Position	Ext Representation	Attendance Allowance (F2F)	Attendance Allowance (Online)	Transport Allowance	Total Expenditure Monthly (Possible Scenario)
1	Chairman	75		100		70	245
2	Vice-Chair	50	10	100		70	230
3	ARC Chair	50					
4	BOD			100		70	170
5	Members				60		60

*Only for BOD meetings (exclude other meetings- claimable under mileage options)

The chairman of SGM presented the above-mentioned table.

Total votes: 31

For: 31

Against: 0

Abstain: 0

APPOINTMENT OF MAZARS AS INTERNAL AUDITOR

Mr Muhd Ariff Mohd Noor, the chairman of SGM Audit & Risk Committee, presented this agenda, to give assurance to the members that SGM's risk management, governance, and internal control processes are operating effectively.

Total votes: 31

For: 31

Against: 0

Abstain: 0



APPOINTMENT OF AN EXTERNAL AUDITOR

There are four (4) potential external auditors:

- AJM Practice
- MSA & Partners PAC
- Rohan Mah & Partners
- GK Partners

CFO proposed that the selection of an external auditor be decided later separately by the BOD of SGM.

Total votes: 31

For: 31

Against: 0

Abstain: 0

APPOINTMENT OF ABDUL RAHMAN BMH AS LEGAL ADVISOR

CEO and Chairman of SGM presented a brief profile of the lawyer. As he is a prominent figure, the members accepted him.

Total votes: 31

For: 31

Against: 0

Abstain: 0

COMPOSITION OF BOD FOR TERM 2023/2026

Except for those BOD members who are still in service, eight (8) affected BOD members were listed and the members voted accordingly for each of the names called out by the CEO of SGM.

1. Mohd Faizal Bin Fadzlillah (to remain as chairman)

Proposer : Habib Syed Mohd Alsagoff

Secunder : Mr Moen Kasir



Total votes: : 31

For : 31
Against : 0
Abstain : 0

2. Syed Mohd Alsagoff

Habib Syed voluntarily decides to retire due to his old age.

3. Kamiti Bin Nahim

Proposer : Mr Moen Kasir
Secunder : Mr Muhd Ariff Mohd Noor
Total votes : 31

For : 31
Against : 0
Abstain : 0

4. Kamsiah Bte Abdullah

Proposer : A/P Rokhsana Bibi Abdullah
Secunder : Tengku Mohd Faizal Ismail

Total votes : 31

For : 31
Against : 0
Abstain : 0

5. Hirman Khamis

Proposer : Mr Muhd Ariff Mohd Noor
Secunder : Habib Syed Mohd Alsagoff

Total votes: : 31



For : 31
Against : 0
Abstain : 0

6. Moen Bin Kasir

Proposer : Mr Syahrulnizam Abdul Rahman
Secunder : Mr Mazli Mahmood

Total votes : 31

For : 31
Against : 0
Abstain : 0

7. Arzami Bin Salim

Proposer : Dr Hirman khamis
Secunder : Cikgu Moen Kasir

Total votes: : 31

For : 31
Against : 0
Abstain : 0

8. Norasiken Binte Mohamed Noor

Due to her poor attendance of BOD meetings, the chairman of SGM proposed to get another new BOD member. Cikgu Norasiken has been very busy with several other work commitments.

Mr Arzami Salim proposed to get Mr Idris Taha to come on board.

Proposer : Dr Hirman Khamis
Secunder : Cikgu Moen Kasir

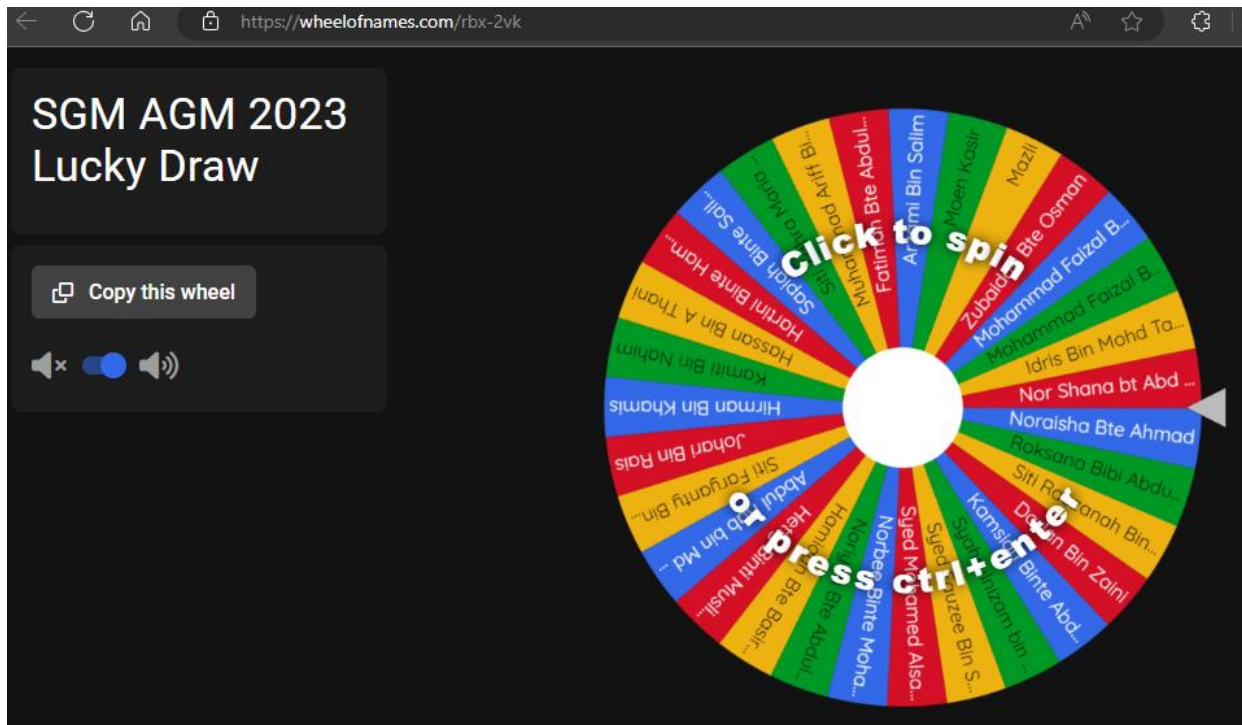
Total votes: : 31



For : 31
Against : 0
Abstain : 0

LUCKY DRAW PRIZE WINNERS

Lucky draw prizes were identified using a random wheel of names of 31 members: <https://wheelofnames.com/rbx-2vk>



CONCLUSION

On behalf of the Board of Directors, the Chairman thanked all members present for their support, loyalty and faith in SGM.

There being no other matters, the meeting ended at 12.30 p.m.



ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. SGM to work on its cybersecurity capability and ensure compliance to PDPA at all times	All	Ongoing
2. To update certain information in the annual report on the lawyer who assisted to revise the bylaws	GM	Addendum to annual report uploaded in SGM website on 7 Aug 2023
3. To work towards completing various projects, including Applivon based on its revised Go-Live Plan	GM as project manager	Latest by FY2023
4. SGM BOD to be given the authority to select an external auditor	BOD	Q4 FY2023
5. To continue working on SSA's 5-year strategic plan	All	Ongoing

Recorded by:

CEO: Fazrihan Duriat



Signed by:

Chairman: Mohd Faizal Fadzlillah

Reviewed by: Mazli Mahmood

Date: 18 August 2023

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