

18 March 2021

Dear Member,

Notice of SACEOS Annual General Meeting (AGM)

Notice is hereby given that an AGM will be held in hybrid format as follows:

Date & Day : 8th April 2021, Thursday

Time : 3.00pm

Venue : Online via electronic platform AGM@Convene, or,
Physical* at Raffles City Convention Centre, Stamford Ballroom

In pursuant to COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Registered Societies) Order 2020 (as amended from time to time), SACEOS (“the Association”) wishes to inform members that its 41st Annual General Meeting (“AGM”) will be held by way of a hybrid meeting format (online and physical) on 8th April 2021 at 3PM SGT. In light of the prevailing measures, the following arrangements will be adopted for the Annual General Meeting:

- (a) Members may attend the Annual General Meeting by observing and listening to the proceedings of the meeting via a “live” webcast or in-person via a pre-registered confirmation seat. (*Due to prevailing measures, there is limited seating capacity with safe management protocols in place.) The details to register are attached in the section “Account Creation and Pre-Registration” below;
- (b) Members may submit questions to the Association via electronic registration or email to secretariat@saceos.org.sg. All questions must reach the Association by 24th March 2021, 6PM SGT;
- (c) All substantial and relevant questions will be addressed by the Executive Committee and/or Secretariat prior to, or at, the Annual General Meeting. Questions that concern a matter that is tabled for voting at the AGM will be addressed by the Executive Committee and/or Secretariat by 5th April 2021. SACEOS will respond to member’s questions directly and present a summary of questions and answers highlights on SACEOS website;
- (d) Ordinary Members may vote by electronic registration at AGM@Convene on day of AGM. The completed registration to join the AGM must be made by 5th April, 9AM SGT. The details are attached in the section “Account Creation and Pre-Registration” below.

To read about the Registry of Societies’ “Guidance for registered societies on the conduct of general meetings and governing bodies’ meetings during period of safe distancing measures”, please refer to www.ros.mha.gov.sg.

Account Creation and Pre-Registration

Members who wish to participate in the AGM are required to pre-register to create an account online here : <https://conveneagm.com/sg/SACEOS/>.

Using the account created, members will be able:

- upon authentication of such member's status, to access the "live" webcast, or register to attend in-person, of the AGM proceedings on 8th April 2021 at 3PM SGT;
- to submit questions relating to the resolutions to be tabled for approval at the AGM or the Association's businesses and operations; and
- to cast vote on the resolutions at the AGM (for Ordinary Members only).

Pre-registration to attend the AGM must be done **by 5th April 2021, 9AM SGT** to allow the Association to authenticate your account.

You may also refer to Notice of SACEOS 41st AGM announcement dated 18th March 2021 and released on SACEOS website (<http://bit.ly/SACEOSAGM2021>) for further details relating to the AGM, including alternative methods and the relevant deadlines to submit questions.

SACEOS 42nd Executive Committee

A total of 7 executive committee positions were opened for nominations this year.

From 24th March 2021, you may view the profile and information of the nominees for these positions of the 42nd Executive Committee on the Association's website (<https://saceos.org.sg/>).

Call for 2 volunteers for SACEOS Internal Auditors

There is a total of 2 internal auditor positions open. Kindly write to SACEOS at secretariat@saceos.org.sg by 24th March 2021, 6PM SGT to volunteer. The final list of internal auditors will be announced at the SACEOS 41st AGM.

Documents relating to the AGM

Please refer to the attachments to view the documents relating to the AGM:

1. SACEOS 41st AGM Notice (available online on 18th March 2021)
2. SACEOS 40th AGM Minutes (available online on 24th March 2021)
3. SACEOS 2020 Financial Statement (available online on 24th March 2021)
4. SACEOS 41st AGM Agenda (available online on 1st April 2021)
5. SACEOS 41st AGM Presentation Slides (available online on 8th April 2021)

Reminders

Members are reminded that the AGM proceedings are private. Instructions on access to the "live" webcast of the AGM proceedings should therefore not be shared with anyone who is not authorised to attend the AGM. Recording of the "live" webcast and/or physical AGM proceedings in whatever form is strictly prohibited.

The Association seeks the members' co-operation and understanding during the AGM proceedings, in lieu of the adherence to prevailing measures and in the event of any technical disruptions.

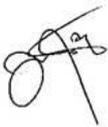
Technical Support for "live" webcast

For optimal experience, it is recommended that members use the following browser versions:

- Windows 10 or macOS 10.15 (Chrome, Microsoft Edge 2020, Firefox)
- Tablet or phone running Android 9 or later (Chrome, Microsoft Edge 2020)

If you have any questions, please reach out to us through secretariat@saceos.org.sg, thank you.

Yours sincerely,



Anthea Tan

Honorary Secretary