

21 August 2020

NOTICE OF THE 56TH ANNUAL GENERAL MEETING 2020 OF SPD

Dear Member,

NOTICE IS HEREBY GIVEN THAT the 56th Annual General Meeting (AGM) of SPD will be held by way of virtual meeting on Microsoft TEAMS on **Saturday, 26 September 2020 (Saturday)** at **1.00 p.m.**

The **AGENDA** for the AGM is as follows:

1. To confirm the Minutes of the 55th Annual General Meeting held on 24 August 2019;
2. To receive and adopt the Annual Report of SPD for the financial year ended 31 March 2020;
3. To receive and adopt the Audited Accounts of SPD for the financial year ended 31 March 2020;
4. To appoint Baker Tilly TFW LLP as auditor for Financial Year 2020/2021; and
5. To transact any other business of which seven (7) days' notice has been given in writing to reach the Ex-Officio Secretary, i.e. latest by 11.59pm, 19 September 2020, by electronic mail to Secretariat@spd.org.sg or by post addressed to SPD, The Ex-Officio Secretary, 56th AGM, SPD Ability Centre, No. 2 Peng Nguan Street, Singapore 168955

IMPORTANT NOTES/MESSAGES

In light of the COVID-19 situation and pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Registered Societies) Order

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2020 under the COVID-19 (Temporary Measures) Act 2020, the following arrangements will be adopted for SPD's 56th Annual General Meeting, which will be conducted virtually.

Attendance

1. A member will not be able to attend the AGM in person because of the safe distancing control measures that are currently in place.

A member may only attend the AGM by observing and listening to the proceedings of the meeting by electronic means. This year's AGM will be held at 1.00pm on Saturday, 26 September 2020 by way of virtual meeting on Microsoft TEAMS. Members who intend to be electronically present at the AGM will be required to register their attendance on [AGM 2020 Registration Form](#) by **12noon on 29 August 2020**.

Voting

2. A member may only vote by appointing the Chairman of the AGM (i.e. the President) as the member's proxy to attend, speak and vote at the meeting. This is done by depositing with SPD, an instrument of appointment (also known as "the Proxy Form") by electronic mail to Secretariat@spd.org.sg or by post addressed to SPD, The Ex-Officio Secretary, 56th AGM, SPD Ability Centre, No. 2 Peng Nguan Street, Singapore 168955.
3. A member can only vote at the AGM by submitting a completed Proxy Form **not later than 11.59pm, 23 September 2020**. Members can obtain the Proxy Form by registering on [AGM 2020 Registration Form](#) by **12noon on 29 August 2020**.

4. All substantial and relevant questions will be addressed by the Board and/or management prior to, or at, the AGM. Questions that concern a matter that will be put to a vote will be addressed by Board and/or management before the closing date for the lodgment of Proxy Forms. A member may submit questions to SPD by electronic mail to Secretariat@spd.org.sg or by post addressed to The Ex-Officio Secretary, 56th AGM, SPD Ability Centre, No. 2 Peng Nguan Street, Singapore 168955. The questions must reach SPD prior to AGM by **12noon, 8 September 2020**.

5. After the Proxy Forms are submitted and counted, the Chairman will announce the results during the AGM.

Thank you.

Yours sincerely
By Order of the Board of Management



Mr Abhimanyau Pal
Ex-Officio Secretary

AGM 2020 ON SPD WEBSITE

This Notice is available on SPD website and may be accessed at <https://www.spd.org.sg/agm-2020/>. The Proxy Form and information about AGM 2020 and materials for the AGM may be found on this webpage. All substantial and relevant questions will be replied by email as well as posted on the webpage. Please submit the registration form per the advice in the next section for webpage access and materials.

AGM REGISTRATION

All members who wish to do any of the following are required to submit a registration form by clicking on the following link [AGM 2020 Registration Form](#):

1. Attend the AGM via TEAMS;
2. Register for a Proxy Form; and
3. Request for the draft Minutes of the 55th Annual General Meeting held on 24 August 2019, the Annual Report of SPD for the financial year ended 31 March 2020 and the Audited Accounts of SPD for the financial year ended 31 March 2020.

All registration for AGM are to be submitted not later than **12noon, 29 August 2020**.

The link to the Virtual AGM will be sent via email to members before 26 September 2020.

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DRAFT MINUTES, ANNUAL REPORT FY19/20 AND FINANCIAL STATEMENTS FY19/20

The Proxy Form and AGM materials will be available after 29 August 2020. These will be sent by email to members who submit the registration form above and provide their electronic mail address. The Form and materials may also be viewed or downloaded directly from the website at <https://www.spd.org.sg/agm-2020/>.

PROXY VOTING FORM

1. Eligible members can register for the Proxy Form via registration form by clicking on the following link [AGM 2020 Registration Form](#). Eligible members who have registered will receive an email containing instructions on the submission of the Proxy Form.
2. **Members must submit their Proxy Voting Form by 11.59pm, 23 September 2020.** In appointing the Chairman of the AGM (i.e. the President) as a proxy, a member must give specific instructions in the Proxy Form with regards to voting, or abstentions from voting, failing which the appointment may be treated as invalid.

In this Proxy Form, members will be giving instructions to his/her votes in the following matters:

Resolution 1 : To confirm the Minutes of the 55th Annual General Meeting held on 24 August 2019

Resolution 2 : To receive and adopt the Annual Report of SPD for the financial year ended 31 March 2020

Resolution 3 : To receive and adopt the Audited Accounts of SPD for the financial year ended 31 March 2020

Resolution 4 : To appoint Baker Tilly TFW LLP as auditor for Financial Year 2020/2021

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QUESTIONS AND ANSWERS

Members must submit their questions via electronic mail to Secretariat@spd.org.sg or by post addressed to SPD, The Ex-Officio Secretary, 56th AGM, SPD Ability Centre, No. 2 Peng Nguan Street, Singapore 168955 not later than **12noon, 8 September 2020**. The answers to substantial and relevant questions that concern a matter that will be put to a vote will be addressed before the closing date for the lodgment of Proxy Voting Forms.

ENQUIRIES AND REQUESTS

Members who have enquiries or require help in matters relating to the Virtual AGM, Proxy form etc may email Secretariat@spd.org.sg or call 65790786 or 65700715.

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