

# Notice of Annual General Meeting 2021

Church of the Good Shepherd (English Congregation)

UEN: T18CC0004G

To: All Electoral Roll Members of Church of the Good Shepherd (English Congregation)

**NOTICE IS HEREBY GIVEN** that the Church 2020 Virtual Annual General Meeting will be held on Sunday, 9 May 2021 at 3.00 pm to resolve the following business:

1	To consider and Adoption of the Minutes for the Virtual AGM held on 21 June 2020.
2	To consider and Adoption of Annual Report for Financial Year Ended on 31 Dec 2020
3	To elect the members to ECC for the term 2021/2022, if such election is necessary.
4	To consider and adopt the Audited Financial Statements and Auditor's Report for Financial Year Ended on 31 Dec 2020
5	To consider and adopt the transfer of funds from the Air-con & Renovation Fund into the Maintenance & Equipment Fund
6	To consider and adopt the Budget for the year 2021
7	To authorize the Council to appoint an auditor for year ending December 2021

The Annual Report will be sent to Electoral Roll Members via their email last registered with the Church. Electoral Roll Members are to contact the Administrator at [admin@cogsanglican.org](mailto:admin@cogsanglican.org) if you have not received your report by 23 April 2021 (Friday).


## Participation at the Virtual AGM.

Electoral Roll Members may participate at the Virtual AGM by:

- a) observing and/or listening to the Virtual AGM proceedings via live audio-visual webcast or live audio-only stream;
- b) appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the Virtual AGM.
- c) Do note that voting will only be done by proxy in view of relevant COVID-19 alternate meeting regulations. No voting will take place during the Virtual AGM on 9 May 2021.

Details of the steps for pre-registration, submission of proxy forms and attending the Virtual AGM are set out in the Appendix to this announcement.

## Key dates/deadlines

Key dates	Details
<b>25 April 2021</b> <b>(Sunday)</b> <b>3pm</b>	<b>Information Session.</b>  A virtual Information Session will be held at 3.00 p.m. on this Day. The link to the meeting will be published in the weekly bulletin and also announced via the Church Broadcast.  This virtual meeting is open to all members attending the church.  Electoral Roll Members may begin : 1) to pre-register at : <a href="https://form.jotform.com/210824220587452">https://form.jotform.com/210824220587452</a> for live audio visual webcast/live audio-only stream of the Virtual AGM proceedings.  Alternatively, register via this QR Code: 

## Key dates

## Details

- 2) **submit proxy forms after the information meeting on 25 April** at :

<https://form.jotform.com/210823896550460>

Alternatively, submit the form via this QR Code:



**12 p.m. on 2 May  
2020 (Sunday)**

Deadline for Electoral Roll Members to:

- 1) pre-register for live audio-visual webcast/live audio-only stream of the Virtual AGM proceedings;
- 2) submit proxy forms.

**7-8 May 2021  
(Friday-Saturday)**

Registered Electoral Roll Members will receive an email which 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 Virtual AGM proceedings (the “**Confirmation Email**”).

Electoral Roll Members who do not receive the Confirmation Email by **12 noon on 9 May 2021**, but have registered by the 2 May 2021 deadline should contact our Administrator, Jenny Seow at 9799 9296 before 1.00 p.m. on 9 May.

**3.00 p.m. on 9 May  
2021 (Sunday)**

Click on the link in the Confirmation Email and enter the user ID and password to access the live audio-visual webcast of the Virtual AGM proceedings;

Or

Call the toll-free telephone number in the Confirmation Email to access the live audio-only stream of the AGM proceedings.

### **Further information.**

For more information, Electoral Roll Members can call our Administrator (Jenny Seow) at +65 9799 9296 or email [admin@cogsanglican.org](mailto:admin@cogsanglican.org)

### **APPENDIX: Steps for pre-registration, submission of proxy forms and attending the Virtual AGM**

Electoral Roll Members will be able to observe and/or listen to the Virtual AGM proceedings through a live audio-visual webcast or live audio-only stream via their mobile phones, tablets or computers, submit questions in advance of the Virtual AGM and vote by appointing the Chairman of the Meeting as proxy to attend, speak and vote on their behalf at the Virtual AGM.

To do so, they will need to complete the following steps:

No.	Steps	Details
1	Pre-registration	<b>Electoral Roll Members must pre-register at the pre-registration website at <a href="https://form.jotform.com/210824220587452">https://form.jotform.com/210824220587452</a> , to enable Church of the Good Shepherd(English Congregation) to verify their status as Electoral Roll Members.</b>

Following the verification, authenticated Electoral Roll Members will receive an email by **12 noon on 9 May 2021**. 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.

Electoral Roll Members who do not receive an email by **12 noon on 9 May 2021**, but have registered by the 2 May 2021 deadline should contact our Administrator,

No.	Steps	Details
		<p>Jenny Seow at +65 9799 9296 before 1.00 p.m. on 9 May 2021.</p> <p>Electoral Roll Members in the same household are required to register individually although they may share one device during Virtual AGM.</p>
2	<p><b>Submission of proxy requests</b></p>	<p><b>Appointment of Chairman of the Meeting as proxy.</b> Electoral Roll Members who pre-register to observe and/or listen to the Virtual AGM proceedings and wish to vote on the resolutions to be tabled at the Virtual AGM must appoint the Chairman of the Meeting as their proxy to attend, speak and vote on their behalf at the Virtual AGM, in accordance with the instructions on the proxy form.</p> <p><b>Specific voting instructions to be given.</b> Where Electoral Roll Members (whether individual or corporate) appoint the Chairman of the Meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of a 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><b>Deadline to submit proxy form.</b> Forms must be submitted by <b>12.00 noon on 2 May 2021.</b></p>
3	<p><b>Attending Virtual AGM</b></p>	<p>Electoral Roll Members must use their registered names to gain admittance into the Virtual AGM. Users whom our administrators are not able to identify will not be admitted into the Virtual AGM.</p>

No. Steps	Details
	<p>Electoral Roll Members attending the Virtual AGM via live audio-visual webcast are required to put on their video. Electoral Roll Members in the same household sharing the same device are required to sit visibly before the camera. This is to allow us to track attendance more accurately.</p>
	<p>Electoral Roll Members who are attending via live audio-only stream are required to verify their identities to the Administrator by providing the last 4 digits of their NRIC numbers.</p>
	<p>The Virtual AGM will be open from 2.30 p.m. for Electoral Roll Members to enter the webinar. Electoral Roll Members are encouraged to request admittance into the Virtual AGM at least 15 minutes before the commencement of the Virtual AGM to facilitate Electoral Roll Member identification and to prevent delays to the start of the Virtual AGM.</p>