

PREVIOUS AGM	2021 AGM
1. <u>Venue of AGM</u> 1.1 AGM was conducted onsite at 1A Kim Keat Road.	1. <u>Venue of AGM</u> 1.1 AGM will be conducted via Zoom video conferencing set out under the legal provisions on the conduct of AGM during the COVID-19 (Temporary Measures) Act 2020.
2. <u>AGM Documents</u> 2.1 Members collected AGM documents after worship services 2 weeks before AGM. 2.2 Members absent from worship services received AGM documents via snail mail 2 weeks before AGM.	2. <u>AGM Documents</u> 2.1 Members receive AGM documents via registered mail 2 weeks before AGM. 2.2 Members may access AGM documents on the church website URL https://www.faithag.org.sg/
3. <u>Election of Officers</u> 3.1 Voting members received the voting slip at the AGM. 3.2 Voting was conducted during the AGM. 3.3 Votes were counted during the AGM by volunteers. 3.4 Votes results were then announced by the Chairperson.	3. <u>Election of Officers</u> 3.1 Voting members receive the proxy form with the AGM documents. 3.2 They complete, sign and mail it to the church admin office in the self-addressed stamped envelope provided by the church. 3.3 They may email their proxy form to church: 2021FaithAGM@faithag.org.sg 3.4 Members' votes will be counted on Saturday 22 May 2021 in the presence of Bro Patrick Chow Chee Kiong, an independent observer. Bro Patrick Chow ensures the process is in compliance with COC requirements. 3.5 Votes results will be announced by the Chairperson in the virtual AGM on Sunday 23 May 2021. Bro Patrick Chow will be present in the virtual AGM as a witness.

<p>4. <u>Voting by Proxy</u></p> <p>4.1 Under Faith Assembly Constitution Articles 9.6 to 9.10, voting by proxy is allowed.</p> <p>4.2 Voting member appoints his proxy in writing and submits to the church at least 48 hours prior to AGM.</p>	<p>4. <u>Voting by Proxy</u></p> <p>4.1 Under the legal provisions on the conduct of AGM during the COVID-19 (Temporary Measures) Act 2020, members must vote by proxy only, and only the chairman of the meeting may be appointed as proxy. The proxy form is adapted from COC template.</p> <p>4.2 Members' proxy forms will be tabulated as part of the quorum.</p> <p>4.3 To avoid conflict of interest, Faith Assembly has appointed an independent Returning Officer, Bro Patrick Chow to direct and supervise the count of votes cast through proxy, and maintain records of proxy forms submitted.</p> <p>4.4 Members' votes are confidential. Only a select team counting the votes has access to the votes and they are bound by a Non-Disclosure Agreement.</p>
<p>5. <u>Questions Pertaining to AGM Matters</u></p> <p>5.1 Members asked questions pertaining to the AGM during the AGM.</p>	<p>5. <u>Questions Pertaining to AGM Matters</u></p> <p>5.1 As per guidelines on the conduct of AGM during the COVID-19 (Temporary Measures) Act 2020, members may ask questions pertaining to AGM prior to AGM.</p> <p>5.2 Questions must be submitted to Faith Assembly via post (hard copy) or email to 2021FaithAGM@faithag.org.sg <u>before Friday May 14, 5pm.</u></p> <p>5.3 The CDB will address all substantial and relevant questions prior to the AGM via post (hard copy) or email to the members concerned.</p>
<p>6. <u>Access to Faith Assembly Constitution</u></p> <p>6.1 Members may request for a hard copy of the church constitution at the AGM.</p>	<p>6. <u>Access to Faith Assembly Constitution</u></p> <p>6.1 Members may request for a soft copy of the church constitution. Email to 2021FaithAGM@faithag.org.sg</p>