

Important Notes For Ordinary Members

1. The Annual General Meeting will be convened and held by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Charities, Co-operatives and Mutual Benefit Organizations) Order 2020.
2. Due to the current COVID-19 situation in Singapore, members will not be able to attend the Annual General Meeting (“AGM”) in person. Adhering to the guidelines issued by the Registry of Co-operative Societies on Alternative Arrangements for the Conduct of Meetings for Co-operative Societies, a member is deemed to be present at a meeting if the member has appointed the chairman of the meeting as his/her proxy to attend the meeting. The member may participate at the AGM by:
 - (a) attending or observing and listening to the AGM proceedings by electronic means;
 - (b) submitting matters that they wish to raise in advance of the AGM; and
 - (c) appointing the chairman of the meeting **to attend, speak and vote** on their behalf at the AGM.
3. Where a member appoints the chairman of the meeting as his/her proxy, he/she must give specific instructions as to voting (For or Against), or abstentions from voting, in respect of a resolution in the form of proxy, failing which the appointment of the chairman of the meeting as proxy for that resolution will be treated as invalid.
4. Please visit the society’s website (www.teachersco-op.org.sg) to access to documents and information relating to the AGM, download of an appointment (proxy form) and access to the AGM proceeding by electronic means. If you wish to view the proceeding of the meeting, please click on the register button so that you will be invited to the meeting.
5. Submit questions in advance: A member will not be able to raise matters or ask questions at the “live” AGM. He/she should submit any substantial and relevant questions that he/she wishes to raise by way of post or electronic mail.
6. In view of the current Covid-19 situation and the related safe distancing measures which may make it difficult for members to submit completed Proxy Forms and advance questions by hand/post, members are strongly encouraged to submit completed Proxy Forms and advance questions **via email**.
7. The submission of instrument appointing the chairman of the meeting as proxy (i.e. this **Proxy Form**) and the questions in advance must reach the society by 19 June 2021 by 1300h before the start of the AGM in the following manner.
 - (a) If submitted by hand/post, please address to:
The Singapore Teachers’ Co-operative Society Ltd
150 Changi Road. #02-06 Guthrie Building
Singapore 419973
Attn: Mr Willy Kang
 - (b) If submitted electronically via email, please address to Mr Willy Kang at
cs@teachersco-op.org.sg
8. A member who wishes to submit an instrument of proxy must first download, complete and sign the **Proxy Form**, before submitting it by hand/post to the mailing address provided in 7 (a), or before scanning and sending it by email to the email address provided in 7 (b).

9. The society shall be entitled to reject the Proxy Form appointing the chairman of the meeting as proxy if it is incomplete, improperly completed or illegible or where the true intentions of the appointer are not ascertainable from the instructions of the appointer specified in the instrument appointing the chairman of the meeting as proxy.
10. The first eighty members who submit their **correctly filled** Proxy Form via email at cs@teachersco-op.org.sg, will each receive \$20/- cash reward.
For those who submit hard copies, the first twenty correctly filled forms will each receive a \$20/- cash reward. All cash rewards will be credited into members' General Savings Account
11. By completing and submitting the Proxy Form, a member is deemed to have consented to the collection, use and disclosure of the member's personal data by the society (or its agents or service providers) for the purposes of:
- (a) the processing, administration, monitoring, analysis and facilitation by the society (or its agents or service providers) of the member's participation in the AGM (including any adjournment thereof);
 - (b) the preparation and compilation of the attendance lists, voting results, questions and answers, minutes and other documents relating to the AGM (including any adjournment thereof); and/or
 - (c) compliance by the society (or its agents or service providers) with any applicable laws, regulations guidelines and/or the society's by-laws.

	Cut-off time	Mode of submission
Registration to view the AGM	22 June 2021 1700 h	Online registration via society's website: www.teachersco-op.org.sg
Submission of Proxy Forms and questions	19 June 2021 1300 h	By email cs@teachersco-op.org.sg Attn: Mr Willy Kang By hand or by post, Address to: The Singapore Teachers' Co-operative Society Ltd 150 Changi Road. #02-06 Guthrie Building Singapore 419973 Attn: Mr Willy Kang The envelope should be sealed and marked with the word " 85th AGM " and bearing the name of the member at the right-hand corner.