

28 August 2020

Dear Member,

Notice of the Annual General Meeting of Asian Women's Welfare Association

Notice is hereby given that the 50th Annual General Meeting of the members of the Asian Women's Welfare Association (the "**Association**") will be held by way of electronic means on 19 September 2020 at 10.00 am to transact the following business:

Agenda

1. President's Address
2. Confirmation of Minutes of the 49th Annual General Meeting
3. Report by the CEO, AWWA Ltd. on the key highlights of FY 2019/2020
4. Report by the Honorary Treasurer on the Audited Accounts of FY 2019/2020
5. To adopt the Board of Management's Statement, Audited Financial Statements and Auditor's Report for Financial Year ended on 31 March 2020
6. To adopt the Annual Report for Financial Year ended on 31 March 2020
7. To appoint Baker Tilly TFW LLP as Auditors of the Association for FY 2020/2021 and authorise the Board of Management to fix their remuneration
8. To approve the donation of the properties located at 3 & 9 Norris Road to AWWA Ltd.
9. To approve the proposed amendments to the Constitution and authorise the Board of Management to accept such additions/amendments to the Constitution that may be requested by the Registrar of Societies and/or any other relevant government authorities
10. Any Other Business

Further details on Agenda items 8 and 9 are set out in the Letter from the President relating to the Special Business to be tabled at the AGM (referred to in Item 5 of the list of Documents relating to the Annual General Meeting below).

Documents relating to the Annual General Meeting

1. The minutes of the last Annual General Meeting
2. The Statement by the Board of Management, Audited Financial Statements and Auditor's Report for Financial Year ended on 31 March 2020
3. The Annual Report for Financial Year ended on 31 March 2020
4. Key information on Auditor proposed to be re-appointed
5. Letter from the President relating to the Special Business to be tabled at the AGM
6. Notice on the Participation in AGM by Electronic Means
7. Proxy form

The above documents have been posted to members as well as emailed to members who have notified the Association of their email address together with this Notice of Annual General Meeting.

Important Notes

In light of the COVID-19 situation and pursuant to the relevant order under the COVID-19 (Temporary Measures) Act 2020, the following arrangements will be adopted for the Annual General Meeting:

- a) A member will not be able to attend the Annual General Meeting in person. A member may only attend the Annual General Meeting by observing and listening to the proceedings of the meeting by electronic means. Further details are set out in the Notice on the Participation in AGM by Electronic Means (referred to in Item 6 of the list of Documents relating to the Annual General Meeting above);
- b) Members who wish to place an item on the agenda of the General Meeting must submit their proposed item by email to cheryl_wong@awwa.org.sg and include a brief description and background of the proposed item and the reason for raising it at the Annual General Meeting. Any proposed items must reach the Association by 10 September 2020;
- c) A member may submit questions to the Association via post to 9 Lorong Napiri, Singapore 547531 or by email to cheryl_wong@awwa.org.sg. The questions must reach the Association by 10 September 2020;
- d) All substantial and relevant questions will be addressed by the Board of Management prior to, or at, the Annual General Meeting. Questions that concern a matter that will be put to a vote will be addressed by the Board of Management before the closing date for the lodgement of proxy forms. Answers to such questions will be published at an online location which will be notified to members who have completed [pre-registration](#) (please refer to the Notice on the Participation in AGM by Electronic Means for details on the pre-registration process); and
- e) Ordinary Members and Life Members may only vote by appointing the chairman of the meeting as the member's proxy to vote at the meeting by depositing with the Association an instrument of appointment (also known as "the proxy form") by post to 9 Lorong Napiri, Singapore 547531, or by email to cheryl_wong@awwa.org.sg. The completed proxy form must reach the Association at least **48 hours** before the time for holding the Annual General Meeting (ie by 10.00 am 17 September 2020). A copy of the proxy form has been posted to all members and emailed to members who have notified the Association of their email address. In appointing the chairman of the meeting as a proxy, a member must give specific instructions with regards to voting, or abstentions from voting, in the form of proxy, failing which the appointment may be treated as invalid.

In view of the current COVID-19 situation and the related safe distancing measures in Singapore, it may be difficult for Ordinary Members and Life Members to submit completed proxy forms by post and for the Association to process completed proxy forms which are submitted by post. There may also be delays in the delivery of completed proxy forms which are submitted by post. Therefore, Ordinary Members and Life Members are strongly encouraged to submit completed proxy forms electronically via email to cheryl_wong@awwa.org.sg to ensure that they are received by the Association by the stipulated deadline.

By Order of the Board



Rosana Quek
Honorary Secretary