



SINGAPORE TAEKWONDO FEDERATION

(Recognised by the Singapore Sports Council & affiliated to the Singapore National Olympic Council)

3 September 2021

Advisers
Board Members
Affiliate Members

NOTICE OF SINGAPORE TAEKWONDO FEDERATION ("STF") **44th ANNUAL GENERAL MEETING 2021**

Notice is hereby given that the Annual General Meeting of the Singapore Taekwondo Federation will be held by electronic means on **Saturday, 25 September 2021 at 1400hrs.** Please refer to the Notice of 44th Annual General Meeting 2021 for the agenda.

2. In light of the COVID-19 situation and pursuant to the relevant order under the COVID-19 (Temporary Measures) (Alternative Arrangements for meetings for registered societies) Order 2020 (as mandated by the Minister of Law), the following key arrangements will be presented for adoption for the Annual General Meeting at the commencement of the Annual General Meeting:
 - 2.1 **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 proceeds of the meeting by electronic means. Members will be required to comply with procedures in Annex A.**
 - 2.2 **Each Ordinary Member (also referred to as "Voting Member") may only vote by appointing the Chairman of the meeting as the member's proxy to vote at the meeting (Annex C). The current Acting President of the STF will preside as the Chairman under clause 24.1 of the STF Constitution.**
 - 2.3 **Each Member may appoint in writing an authorised delegate to attend the Annual General Meeting on his behalf by Electronic Means (Annex B).**
3. Kindly submit the following via email to stf.agm@mail.com (with the subject title "STF AGM 2021") by 1800hrs, Friday, 10 September 2021 :
 - 3.1 **Delegate Registration Form (Annex B) - For Affiliate Member or their authorised delegate to attend the AGM. The completed form to be submitted via email to stf.agm@mail.com**
4. If you have any resolution to raise at the AGM (Clause 12.4) of the STF Constitution - "Full Members who wish to table a resolution for the General Meeting's approval must notify the Secretary General in writing at least fourteen (14) days before the date of the AGM. Any person desirous of moving any resolution at the Annual General Meeting shall give notice thereof to the Secretary General). Kindly email to stf.agm@mail.com (with the subject title "STF AGM 2021") by 1800hrs, Tuesday, 7 September 2021 .
5. The Video Conferencing link to the AGM will be sent to the attendees on Thursday, 16 September 2021.

6. Please refer to **Annex D** that explains the steps to be taken and the timeline.

Yours sincerely



Lai Han Seng
Secretary General

Attached are:

- Agenda for the 44th AGM by Electronic Means
- Annex A - Procedures during the Electronic AGM
- Annex B - Delegate Registration Form
- Annex C - Proxy Voting Form
- Annex D - Timeline

3 September 2021

Advisers
Board Members
Affiliate Members

NOTICE OF 44th ANNUAL GENERAL MEETING 2021

Notice is hereby given that the 44th Annual General Meeting of the Singapore Taekwondo Federation will be held on Saturday, 25 September 2021 at 1400hrs via electronic means.

Agenda

1. To accept and approve the adoption of relevant order under the COVID-19 (Temporary Measures) (Alternative Arrangements for meetings for registered societies) Order 2020
2. Confirmation of Minutes of last Annual General Meeting on 26 September 2020
3. Matters for Approval:

As Ordinary Business

Resolution 1 - To receive and adopt the Annual Report for Financial Year ended 31 March 2021

Resolution 2 - To receive and adopt the Audited Financial Statements and Auditor's Report for the Financial year ended on 31 March 2021

Resolution 3 - To appoint KLP LLP as Auditor

4. To transact any other business brought forward in accordance with the STF Constitution, Clause 12.4 - Full Members who wish to table a resolution for the General Meeting's approval must notify the Secretary General in writing at least fourteen (14) days before the date of the AGM.

Yours sincerely


Lai Han Seng
Secretary General

Procedures for the Singapore Taekwondo Federation AGM on 25 September 2021

Meeting Security procedures during eAGM	
1	Only one representative from each affiliate will be authorised to attend
2	A check will be conducted to verify and ascertain identity of affiliate before admitting into meeting
3	Attendees will be required to change their profile name to reflect the Affiliates name followed by their name (e.g. Name of Affiliate – Name of representative)
4	Board Members to change profile name to Board - name (e.g. Board- David Koh)
5	No recordings or unauthorised attendees Agenda items discussed/presented at the EOGM are CONFIDENTIAL AND NOT TO BE RECORDED, FORWARDED, DISTRIBUTED OR PRINTED IN ANY FORM OR MANNER & NOT FOR PUBLIC CONSUMPTION
6	Everyone to be on video mode showing the full face clearly visible for everyone to see
7	Please ensure proper lighting in front of you
8	Set microphones to mute unless engaging in query
9	Channel all queries/questions via chat and address to 'Everyone'
10	Anyone not complying with the instructions will be removed from the AGM as we will not take the risk of any breach of confidentiality
11	Should there be a need for a clear consensus on a proposed article to be accepted, voting will be done via ZOOM function

AGM proceedings		Action By	Time
1	Welcome and commencement of AGM by 1400hrs	Sec-Gen	5 min
2	Opening address by President	Acting President	5 min
3	Address by Chairman, SNOC Interim Management Committee	Chairman	5 min
4	To confirm the minutes of the AGM held on 26 September 2020	Sec-Gen	5 min
5	To receive, consider and approve reports	Sec-Gen	25 min
6	Discuss resolutions	Sec-Gen	10 min
7	Closing	Acting President	5 min

SINGAPORE TAEKWONDO FEDERATION

**44th ANNUAL GENERAL MEETING 2021 BY ELECTRONIC MEANS
25th September 2021 (Saturday), 1400hrs**

DELEGATE REGISTRATION FORM

Name of Affiliate:

According to STF Constitution clause 15.2, members or his authorised delegate shall be entitled to attend and vote at General Meetings and for election of Board Members.

Affiliates can nominate an authorised delegate if he/she is not able to attend the AGM by filling the table below:

S/N	Names	Email	Handphone No	NRIC (Last 3 digits + last Alphabet)
1				

Signature/Stamp

Name :

Designation in Affiliate :

Date

***Please return the completed form (with the subject title – “STF AGM 2021”) via email to stf.agm@mail.com by 1800hrs, on Friday, 10 September 2021**

44th ANNUAL GENERAL MEETING 2021
(by electronic means)

PRIVATE AND CONFIDENTIAL
Proxy Voting Form

I, _____ [*name of member*] (*NRIC/ FIN/ UEN No. _____
) of _____ [*address*] being a Full Member of Singapore Taekwondo Federation ("the society") hereby appoint the Chairperson of the meeting, as my proxy to attend, speak and vote for me and on my behalf, at the Annual General Meeting by electronic means of the Singapore Taekwondo Federation, to be held at 35 Joo Chiat Place, Singapore 427759 on 25 September 2021 at 1400hrs and at any adjournment thereof in the following manner:

No.	Business to be transacted	For	Against	Abstain
Routine Business				
1	To accept and approve the adoption of relevant order under the COVID-19 (Temporary Measures) (Alternative Arrangements for meetings for registered societies) Order 2020			
2	Confirmation of Minutes of last Annual General Meeting on 26 September 2020			
3	<u>Resolution 1</u> To receive and adopt Annual Report for Financial Year ended on 31 March 2020 and 31 March 2021			
4	<u>Resolution 2</u> To receive and adopt the Audited Financial Statements and Auditor's Report for Financial Year ended on 31 March 2020 and 31 March 2021			
5	<u>Resolution 3</u> To appoint KLP LLP as Auditor			
6	To transact any other business brought forward in accordance with the STF Constitution, Clause 12.4 - Full Members who wish to table a resolution for the General Meeting's approval must notify the Secretary General in writing at least fourteen (14) days before the date of the AGM.			

Special Business				
7	[Indicate the relevant matter to be discussed at the AGM such as approval to amend charity's governing instruments.]			

* delete as appropriate

Important Notes:

- Please tick with "√" within the relevant box for each matter that will be transacted at the Annual General Meeting by electronic means.
- The STF shall be entitled to reject the proxy voting form 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 proxy voting form.
- The completed proxy voting form must be deposited at the office of the Charity at 35 Joo Chiat Place, Singapore 427759 or emailed to stf.agm@mail.com by 23 September 2021, 1800hrs.
- The proxy form must be under the hand of the Member or of his attorney duly authorised in writing. Where the proxy voting form is executed by a corporation, it must be executed either under its seal or under the hand of an officer or attorney duly authorised.

Dated this _____ day of _____ 2021.

Name of Affiliate:

Name and Signature of member:

Timeline for STF AGM on 25 September 2021

#	Activity	Dateline	Action by
1	1 st Notice of AGM sent out to all Affiliated Members, IMC & SportSG via electronic means through email (signed PDF copy). Notice will be published at the STF website.	3 Sep 2021	Secretary General
2	Affiliate Member intending to move any resolution to give 14 days-notice to the Secretary General via electronic means through email (signed PDF copies) and hard copy). According to Rule 12.4 of the STF Constitution.	7 Sep 2021 1800hrs	Affiliate Members
3	Dateline to submit Delegate Registration Form to the STF Secretariat via electronic means through email (stf.agm@mail.com)	10 Sep 2021 1800hrs	Affiliate Members
4	The Video Conferencing link to the AGM will be sent to the attendees	16 Sep 2021	
5	The completed proxy voting form (Annex C) must be deposited at the office of the Charity at 35 Joo Chiat Place, Singapore 427759 or emailed to stf.agm@mail.com by 23 September 2021, 1800hrs.	23 Sep 2021 1800hrs	Affiliate Members
6	STF AGM	25 Sep 2021 1400hrs	President Secretary General