29 August 2022

1) Advisors

2) President//Secretary General/Management Committee Members

3) Affiliate Members

**1st NOTICE OF STF 45th ANNUAL GENERAL MEETING 2022**

Notice is hereby given that the Annual General Meeting (AGM) of the Singapore Taekwondo Federation (STF) will be held ***in person*** on **24 September 2022 (Saturday) at 2.00 pm** at the **National Training Centre @ 80 Lorong Limau, #04-191, Singapore 320080**. Please refer to the accompanying Agenda of the 45th AGM 2022.

2. Please note that the following key arrangements will be adopted for the AGM:

2.1 Each Ordinary Member (also referred to as “Voting Member”) may vote in person or by appointing a proxy to vote at the meeting.

2.3 Each Member may appoint in writing an authorised delegate to attend the AGM and vote on his behalf.

3. Kindly submit the following via email to [stkdf.agm@gmail.com](mailto:stkdf.agm@gmail.com) with the subject title “**STF AGM 2022: (Affiliate’s name)**" by **6.00 pm, Friday, 9 September 2022** :

3.1 **Delegate Registration Form** for affiliate member or the authorised delegate to attend the AGM. Completed registration forms to be submitted via email to[stkdf.agm@gmail.com](mailto:stkdf.agm@gmail.com)

3.2 Individuals who desire to stand for election as a Board Member (4 positions) of the STF must submit their duly completed and signed **Nomination Form**, including their personal particulars / bio and details of their proposer and seconder via email to [stkdf.agm@gmail.com](mailto:stkdf.agm@gmail.com)

3.3 If you have any **resolution** to raise at the AGM, kindly email to [stkdf.agm@gmail.com](mailto:stkdf.agm@gmail.com)

(Clause 12.4 of the STF Constitution states: "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.”)

4. The following document of the AGM will be sent to the attendees on **Tuesday, 13**

**September 2022**:

4.1 The **2nd Notice of AGM** with a list of nominees for election to the STF Board and their bio, as well as a list of businesses to be transacted and resolutions to be passed at the AGM.

Yours sincerely

Lai Han Seng

Secretary General

Attached are:

* Agenda of the 45th AGM 2022
* Delegate Registration Form
* Nomination Form for Board Member
* Bio Form for Board Member Nominee
* Minutes of the last AGM and EGM