



SOCIETY OF TRUST & ESTATE PRACTITIONERS (SINGAPORE CHAPTER)

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING OF THE SOCIETY WILL BE HELD AT BANQUET SUITE, LEVEL 10, M HOTEL SINGAPORE, 81 ANSON ROAD ON 22 JUNE 2010 AT 6.00PM.

AGENDA

To receive, consider and, if thought fit, to adopt the following:

- 1. ADOPTION OF MINUTES OF THE LAST AGM
That the Minutes of the Annual General Meeting held on 30th June 2009 be accepted by members of the Society.
2. FINANCIAL STATUS OF SOCIETY
Presentation and approval of the accounts for the period 1 April 2009-31 March 2010.
3. ELECTIONS OF OFFICE BEARERS
That office bearers of the Society be elected for the forthcoming one-year period from the date of this AGM.
4. REAPPOINTMENT OF AUDITORS
That Rama & Co be re-appointed as auditors of the Society for a further 1-year term.
5. UPDATE ON PAST AND UPCOMING ACTIVITIES OF THE SINGAPORE BRANCH
6. ANY OTHER BUSINESS

Nomination Procedure

In accordance with Article 8.3 of the Society's Constitution, 'The Secretary shall, no later than twenty-one (21) days before the day appointed for the Annual General Meeting, invite members in writing, to nominate candidates for the posts of office-bearers and members of the Committee, and make available a nomination form, for such purposes. The nomination form shall be as agreed by the Committee and posted on the web-site.'

In accordance with Article 8.4, 'Nominations shall be made on the nomination form referred to in Clause 8.3 hereof. Each nomination form shall be delivered to the Secretary no later than seven (7) days before the day appointed for the Annual General Meeting.' A copy of the Nomination Form is enclosed.

In accordance with Article 7.8 of the Association's Constitution, 'Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives notice to the Secretary one week before the meeting is due to be held.' Should any member have any other matters to be raised, please notify the Secretariat no later than 12pm on Tuesday, 15 June 2010 so that the matter can be circulated to members in sufficient time prior to the AGM.

DATED THIS 24 DAY OF MAY 2010.

[Handwritten signature of Gurbachan Singh]

Gurbachan Singh
Secretary
Society of Trust & Estate Practitioners (Singapore Chapter)

REPLY FORM (please reply by 15 June 2010)

Refreshments will be served after the AGM. To facilitate the catering and seating arrangements, please complete the Reply Form below and return it via fax (+65-63299699), normal mail (STEP Secretariat, 3 Raffles Place, #07-01 Bharat Building, Singapore 048617) or email secretariat@step.org.sg.

I will / will not* be attending the Annual General Meeting on 22 June 2010. *delete as applicable

Name: _____ Membership Number: _____
Email: _____ Tel: _____ Fax: _____
Mailing Address: _____