



STEP (SINGAPORE BRANCH)

NOTICE IS HEREBY GIVEN THAT THE ANNUAL GENERAL MEETING OF THE SOCIETY WILL BE HELD AT 1 MARINA BOULEVARD, NTUC CENTRE, LEVEL 9, ROOM 903, S 018989 ON 29 JUNE 2017 AT 5.00PM.

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 2016 (attached as APPENDIX A) be accepted by members of the Society.
2. UPDATE ON PAST AND UPCOMING ACTIVITIES OF THE SINGAPORE BRANCH
3. FINANCIAL STATUS OF SOCIETY
Presentation and approval of the accounts for the period 1 April 2016-31 March 2017.
4. ELECTION OF OFFICE BEARERS
That office bearers of the Society be elected for the forthcoming one-year period from the date of this AGM.
5. CONSTITUTIONAL AMENDMENTS
The Constitution be amended as marked out in the attached APPENDIX B. Adoption of the proposed amendments is governed by clause 13.2 of the Constitution wherein a 2/3 majority of members present and the approval of the Registrar of Societies are both required.
6. REAPPOINTMENT OF AUDITORS
That Tassure Asia LLP be appointed as auditors of the Society for a 1-year term.
7. 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 5.00pm on Thursday, 22 June 2017 so that the matter can be circulated to members in sufficient time prior to the AGM.

DATED THIS 1st DAY OF JUNE 2017

Chee Fang Theng
Secretary, Society of Trust & Estate Practitioners (Singapore Branch)

REPLY FORM (please reply by 22 June 2017)

To facilitate the catering and seating arrangements, please complete the Reply Form below and return it via fax (+65-31287781), normal mail (STEP Singapore Secretariat, 6 Eu Tong Sen Street, #05-07, Clarke Quay Central, S(059817)) or email secretariat@step.org.sg.

I will / will not* be attending the Annual General Meeting on 29 June 2017. **delete as applicable*

Name: _____ Membership Number: _____

Email: _____ Tel: _____ Fax: _____

Mailing Address: _____