



28 August 2020

To: All STTA Full Members

BY EMAIL

Dear Sir / Mdm

STTA BIENNIAL GENERAL MEETING – FIRST NOTICE

- 1) We wish to inform you that the Management Committee of the Singapore Table Tennis Association (“STTA”) has passed the following Resolution on 11 August 2020:

“It is resolved that, for the purposes of the STTA Biennial General Meeting (“BGM”) to be held by September 2020 (including the convening, holding, conducting of such meeting and the attendance, quorum, and right to vote at such meeting), the alternative arrangements set out in the Schedule of the Covid-19 (Temporary Measures) (Alternative Arrangements for Meetings for Registered Societies) Order 2020 shall apply insofar as they are applicable, despite anything to the contrary in the Constitution & Rules of the STTA.”

The above resolution was emailed to the full members on 12 August 2020.

- 2) Under the Alternative Arrangements (“AA”), nominated delegate(s) of full members will not be able to attend the BGM in person but may attend the BGM via electronic means to observe and listen to the proceeds of the meeting.
- 3) Instead of a written notice of two weeks as required in STTA constitution, provision is made for a longer notice period so that the members will have more time to understand the processes required of a BGM done via electronic means (“e-BGM”).
- 4) **Timeline leading up to the e-BGM**

S/N	Activity	Date / Time
1	<p>Submission by full members:</p> <ul style="list-style-type: none">- Nomination Form for Election to the Management Committee- Resolution Proposal &/or Questions pertaining to the business of the e-BGM <p>Submission by Nominated Candidates (full member) for Election:</p> <ul style="list-style-type: none">- Consent to stand for Election to the Management Committee & Declaration Form <p>The above submissions (if any) should be sent via email to bgm@sta.org.sg no later than 12.00 noon on 4 September 2020.</p> <p>STTA will send an email confirmation upon receipt of the submission. Please note that only duly acknowledged submission will be considered.</p>	4 Sep 2020 (Fri) 12.00 noon

Singapore Table Tennis Association

(Affiliated to the International Table Tennis Federation and Asian Table Tennis Union)
297-C, Lorong 6 Toa Payoh Singapore 319389 Tel: (65) 6354 1014, (65) 6259 6750 Fax: (65) 6353 9109



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S/N	Activity	Date / Time
2	<p>Submission by full members:</p> <ul style="list-style-type: none"> - Delegate Nomination Form <p>The submission (if any) should be sent via email to bgm@stta.org.sg no later than 12.00 noon on 9 September 2020.</p> <p>STTA will send an email confirmation upon receipt of the submission. Please note that only duly acknowledged submission will be considered.</p>	9 Sep 2020 (Wed) 12.00 noon
3	<p>Second Notice of the e-BGM including the final Agenda, list of Nominated Candidates for Election, Proposed Resolutions and Proxy Voting Form shall be sent to the Members' email address registered with STTA.</p> <p>Chairman of the e-BGM and the Independent Person to direct and supervise the count of votes cast through proxy will be specified.</p> <p>The above will also be published on the website of STTA.</p>	11 Sep 2020 (Fri)
4	STTA will send the Zoom meeting details to the delegates and request for RSVP for the Virtual Pre-Meeting scheduled on 15 September 2020.	11 Sep 2020 (Fri)
5	Virtual Pre-Meeting to be conducted to brief delegates of full members on the e-BGM process.	15 Sep 2020 (Tue) 7.30 pm
6	<p>Submission by full members to the Chairman of the e-BGM and the Independent Person appointed to direct and supervise the count of votes cast through proxy:</p> <ul style="list-style-type: none"> - Proxy Voting Forms <p>The Proxy Voting Form (if any) should be sent via email to the Chairman of the e-BGM at ellen_lee@stta.org.sg and the Independent Person at bgmproxy@stta.org.sg no later than 12.00 noon on 18 September 2020.</p> <p>STTA will send an email confirmation upon receipt of the submission. Please note that only duly acknowledged submission will be considered.</p>	18 Sep 2020 (Fri) 12.00 noon
7	STTA will send the Zoom meeting details to the delegates and request for RSVP for the e-BGM.	23 Sep 2020 (Wed)
8	Conduct of the e-BGM	26 Sep 2020 (Sat) 1.00 pm

- 5) All attendees will have to observe the following as part of the security measures to preserve the integrity of the virtual meeting and facilitate smooth running of the proceedings:
- a) The proceedings of the e-BGM will be broadcasted through Zoom application comprising audio-visual feed.
 - b) The delegates nominated by the full members to attend the e-BGM will be provided with a link to the virtual BGM platform together with the login details via a separate email on 23 September 2020. The instruction on how to access the meeting will also be sent in this email. Please contact us at bgm@stta.org.sg by 24 September 2020 if you do not receive the email.
 - c) Please do NOT share the meeting details with any party that is not a nominated delegate to attend the meeting.
 - d) The microphone for all attendees, except for the Chairman of the meeting and the host speaker(s), will be muted.

In accordance to the Alternative Arrangements, all matters which the full member wishes to raise, if substantial and relevant and sent by the stipulated timeline before the meeting, shall be responded to at or before the e-BGM. (Refer paragraph 7)

- e) Unauthorized recording of the proceedings (including but not limited to audio, audio-video, screenshots, photography, etc.) are PROHIBITED. Any violation will be dealt with seriously.

Notwithstanding the above, the STTA will be recording the proceedings for the purpose of minutes taking.

- f) Sharing of documents is restricted to the host only.
- g) In the event that anyone has difficulty in joining the meeting, please call 6354 1014 for assistance.

STTA shall not be held liable in the event of any issues that are beyond its control. Some examples include but not limited to: network or wifi failure or interference, attendee's device failure or incompatibility and etc.

6) **Nomination of Candidates to stand for Election**

If a full member wishes to nominate a candidate for election to the Management Committee, please complete the attached **Nomination Form for Election to the Management Committee**.

STTA is a registered charity in Singapore and subject to the Charities Act. According to Section 27(1) of the Charities Act, all nominated candidates who wish to stand for election to the Management Committee will be required to execute the required declarations as stated in the attached **Consent to Stand for Election to the Management Committee & Declaration Form**.

Both forms (if any), should be sent via email to bgm@stta.org.sg no later than **12.00 noon on 4 September 2020**. The STTA will send an email confirmation upon receipt of the submission. Please note that only duly acknowledged submission will be considered.

7) **Resolution Proposal and Questions pertaining to the business of the e-BGM**

Eligible full members that would like to propose any resolution and/or raise a question pertaining to the business of the e-BGM may do so in writing to the Honorary Secretary via email to bgm@stta.org.sg no later than **12.00 noon on 4 September 2020**.

According to the Alternative Arrangements, only matters that are substantial and relevant and sent by the stipulated timeline before the meeting shall be responded to.

STTA will send an email confirmation upon receipt of the submission. Please note that only duly acknowledged submission will be considered.

8) **Nomination of Delegates to Attend the e-BGM**

Full members may nominate up to two delegates to attend the e-BGM.

Each member holding full membership at the date of the e-BGM is entitled to only one vote; members are therefore requested to indicate clearly the delegate who will be representing it for voting matters.

Kindly complete the **Delegate Nomination Form** and email to bgm@stta.org.sg no later than **12.00 noon on 9 September 2020**.

STTA will send an email confirmation upon receipt of the submission. Please note that only duly acknowledged submission will be considered.

9) **Proxy for Voting**

As the STTA Constitution does not provide for electronic voting in general meetings, each full member may only vote by appointing the Chairman of the meeting as the member's proxy to vote at the meeting. The **Proxy Voting Form** will be sent on 11 September 2020, together with the Second Notice of Meeting, to the voting delegates of the full member. Proxy votes must be voted as specified in the proxy form.

STTA will appoint an independent person to direct and supervise the count of votes cast through proxy and maintain records of proxy forms submitted. The votes will be announced at the e-BGM.

10) **Virtual Pre-Meeting**

A virtual pre-meeting will be conducted on **15 September 2020 at 7.30 pm** for STTA to brief the members on the procedure of the upcoming e-BGM. The meeting will also act as a trial for the actual e-BGM. Members are therefore advised to send the same nominated delegate(s) for the e-BGM to attend this meeting.

11) **Payment of Membership Fees**

Please note that your annual membership fees for the year 2020 must be received before you are entitled to make any submission or nomination.

12) For any query or clarification on the Biennial General Meeting, please email to bgm@stta.org.sg or contact us at 6354 1014.

Thank you.

Yours faithfully



Ho Kok Khun, PBM
Honorary Secretary

Attached are:

- Annex 1 First Notice of the BGM & Agenda
- Annex 2 Minutes of the last BGM
- Annex 3A Audited Financial Statements for Financial Year ended on 31 March 2019
- Annex 3B Audited Financial Statements for Financial Year ended on 31 March 2020
- Annex 4A Annual Report for Financial Year ended on 31 March 2019
- Annex 4B Annual Report for Financial Year ended on 31 March 2020
- Annex 5 Key information on Auditor proposed to be appointed
- Annex 6 Nomination Form for Election to the Management Committee
- Annex 7 Consent to Stand for Election to the Management Committee & Declaration Form
- Annex 8 Delegate Nomination Form