



11 September 2020

To: All STTA Full Members

BY EMAIL

Dear Sir / Mdm

STTA BIENNIAL GENERAL MEETING – SECOND NOTICE

We are pleased to inform you via this second notice on the STTA Biennial General Meeting to be held via electronic means on :

Date: 26 September 2020 (Saturday)

Time: 1.00 pm

Mode: Zoom Meeting

1) **Proxy for Voting**

As at the deadline for nomination of candidates to stand for election on 4 September 2020, 12.00 noon, we had received 19 nominations for the 19 positions. As there being only 1 nominee for each position, the list of nominees, as shown in Annex F are officially elected at the e-BGM for the term 2020 to 2022.

Voting is still required to pass the remaining 4 resolutions, i.e. Resolutions 1, 2, 3 and 5 as indicated in the Agenda in Annex A.

As STTA's Constitution does not provide for electronic voting in general meetings, each full member may therefore only vote by appointing the Chairman of the meeting, i.e. Ms Ellen Lee, JP, PBM, as the member's proxy to vote at the meeting. STTA has appointed Ms Wong Hui Leng as the Independent Person to direct and supervise the count of votes cast through proxy and maintain records of the submitted proxy forms.

Only the delegates whom the members had nominated with voting rights through the due submission of the Delegate Nomination Form within the stipulated deadline (9 September 2020, 12.00 noon) and duly acknowledged by STTA will receive the Proxy Voting Form.

To cast your vote through proxy, please complete the **Proxy Voting Form** attached and submit via email to the following no later than **18 September 2020, 12.00 noon**:

- Chairman of the meeting, Ms Ellen Lee, at ellen_lee@stta.org.sg
and
- Independent person, Ms Wong Hui Leng, at bgmproxy@stta.org.sg

The voting results will be announced during the e-BGM.

2) **e-BGM Proceedings**

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

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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youtube.com/SingaporeTableTennisAssociation

September 2020. The instruction on how to access the Zoom meeting will also be sent in this email. Please contact us at bgm@stta.org.sg or 6354 1014 by 24 September 2020 if you do not receive the email.

The proceedings of the e-BGM will be broadcasted through Zoom application comprising audio-visual feed.

All attendees are reminded 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) Please **DO NOT** share the meeting details with any party that is not a nominated delegate to attend the meeting.
- b) 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 (4 September 2020, 12.00 noon), shall be responded to at or before the e-BGM.

We would like to inform you that as at the stipulated deadline of 4 September 2020, 12.00 noon, STTA has not received any proposed resolution and question for the Biennial General Meeting.

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

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

- d) Sharing of documents is restricted to the host only.
- e) 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 wi-fi failure or interference, attendee's device failure or incompatibility and etc.

3) **Virtual Pre-Meeting (15 September 2020, 7.30 pm)**

A virtual pre-meeting will be conducted on **15 September 2020 at 7.30 pm** for a briefing on the procedure of the upcoming e-BGM. This meeting will also act as a trial for the actual e-BGM. Only the same nominated delegate(s) for the e-BGM shall attend this Pre-Meeting.

The delegates whom the members had nominated in the Delegate Nomination Form duly received by STTA within its submission deadline will also receive the link to the meeting in this email.

Please refer to the Zoom Login Instruction in **Annex G1 and G2** for information on how to access Zoom meeting.

We would appreciate if the delegate could **RSVP your attendance for this meeting by 14 September 2020 via email to bgm@stta.org.sg**.

4) **Timeline leading up to the e-BGM**

S/N	Activity	Date / Time
1	Virtual Pre-Meeting to be conducted to brief delegates of full members on the e-BGM process.	15 Sep 2020 (Tue) 7.30 pm
2	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: - Proxy Voting Forms 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 . STTA will send an email confirmation upon receipt of the submission. Please note that only duly acknowledged submission will be considered.	18 Sep 2020 (Fri) 12.00 noon
3	STTA will send the Zoom meeting details to the delegates and request for RSVP for the e-BGM.	23 Sep 2020 (Wed)
4	Conduct of the e-BGM	26 Sep 2020 (Sat) 1.00 pm

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

Attachments:

- Annex A Second Notice of the BGM & Agenda
- Annex B Minutes of the last BGM
- Annex C1 Annual Report for Financial Year ended on 31 March 2019
- Annex C2 Annual Report for Financial Year ended on 31 March 2020
- Annex D1 Audited Financial Statements for Financial Year ended on 31 March 2019
- Annex D2 Audited Financial Statements for Financial Year ended on 31 March 2020
- Annex E Key information on Auditor proposed to be appointed
- Annex F List of Nominees to be officially elected to the Management Committee 2020-2022

Nominated delegates will also receive the following:

Annex G1 Zoom Login Instruction for PC

Annex G2 Zoom Login Instruction for Mobile Phone

Annex H Proxy Voting Form (only delegates with voting right will receive this)