



30 August 2021

To: All STTA Full Members

BY EMAIL

Dear Sir / Mdm

**STTA EXTRAORDINARY GENERAL MEETING (EOGM) BY ELECTRONIC MEANS
– 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 30 August 2021 (Annex A):

“It is resolved that, for the purposes of the Singapore Table Tennis Association (“STTA”) Extraordinary General Meeting to be held by 28 September 2021 (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.”

- 2) Instead of issuing a written notice two weeks prior to the Extraordinary General Meeting (“EOGM”) as required in STTA constitution, provision is made for a longer notice period to provide more time for the members to understand the processes required of an EOGM done via electronic means.
- 3) In view of the above, we hereby issue the Notice for the EOGM of the STTA to be held wholly by electronic means on:

Date: 28 September 2021
Time: 7.00 pm
Venue: Zoom
Agenda: Annex B – 1st Notice of EOGM

In light of COVID-19 situation and pursuant to the relevant order under the COVID-19 (Temporary Measures) (Alternative Arrangements for meetings for registered societies) Order 2020, the following key arrangements will be adopted for the EOGM:

- a) Under the Alternative Arrangements (“AA”), nominated delegate(s) of Full Members will not attend the EOGM in person but may attend the EOGM via electronic means to observe and listen to the proceeds of the meeting.
- b) Each Full Member may appoint the Chairman of the meeting as the Member’s proxy to vote at the meeting. The current President of the STTA will preside as the Chairman under 10.5 of the STTA Constitution.
- c) Each Full Member may appoint in writing up to two Delegates to attend the EOGM by virtual means.

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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4) **Timeline leading up to the EOGM**

S/N	Activity	Date / Time
1.	<p>Submission by Full Members: Delegate Nomination Form</p> <p>The submission (if any) should be sent via email to eogm@stta.org.sg no later than <u>12.00 noon</u> on <u>9 September 2021</u>.</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 2021 (Thu) 12.00 noon
2.	<p>Second Notice of the EOGM including the Agenda, Proxy Voting Form and Zoom link for Pre-EOGM and EOGM shall be sent to the Members' nominated delegates via the email address provided in the Delegate Nomination Form.</p> <p>Chairman of the EOGM and the Independent Person to direct and supervise the count of votes cast through proxy will be specified in this Notice.</p> <p>The above will also be published on the website of STTA.</p>	15 Sep 2021 (Wed)
3.	EOGM Pre-Meeting to be conducted via zoom to brief delegates of Full Members on the EOGM process.	22 Sep 2021 (Wed) 7.00 pm
4.	<p>Submission by Full Members to the Chairman of the EOGM 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 EOGM at ellen_lee@stta.org.sg and the Independent Person at eogmproxy@stta.org.sg no later than <u>12.00noon</u> on <u>25 September 2021</u>.</p> <p>STTA will send an email confirmation upon receipt of the submission. Please note that only duly acknowledged submission will be considered.</p>	25 Sep 2021 (Sat) 12.00 noon
5.	Conduct of the EOGM via zoom	28 Sep 2021 (Tue) 7.00 pm

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- 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 EOGM will be broadcasted through Zoom application comprising audio-visual feed.
 - b) The delegates nominated by the Full Members to attend the EOGM will be provided with a link to the virtual EOGM platform together with the login details via a separate email on 15 September 2021. The instruction on how to access the meeting will also be sent in this email. Please contact STTA Secretariat at eogm@stta.org.sg by 16 September 2021 if you do not receive the email.
 - c) Please do NOT share the meeting link 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.
 - 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 presentation materials 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 Delegates to Attend the EOGM**

Full Members may nominate up to two delegates to attend the EOGM.

Each member holding Full Membership at the date of the EOGM is entitled to 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 eogm@stta.org.sg no later than **12.00 noon on 9 September 2021**.

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

7) **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

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proxy to vote at the meeting. The **Proxy Voting Form** will be sent on 15 September 2021, 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 the proxy forms submitted. The votes will be announced at the EOGM.

8) **EOGM Pre-Meeting**

A virtual EOGM pre-meeting will be conducted via zoom on **22 September 2021 at 7.00 pm** for STTA to brief the Full Members on the upcoming EOGM. The meeting will also act as a trial for the actual EOGM. Members are therefore advised to send the same nominated delegate(s) for the EOGM to attend this meeting.

During the meeting, the attendees may pose questions relevant to the EOGM in the Chat function. We will address the queries at the end of the briefing. We regret that only relevant questions will be entertained due to time constraint.

9) **Payment of Membership Fees**

Please note that your annual membership fees for the year 2021 must be received before you are entitled to make any submission or nomination.

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

Thank you.

Yours faithfully



Ho Kok Khun, PBM
Honorary Secretary

Attached are:

- Annex A Resolution
- Annex B First Notice of the EOGM & Agenda
- Annex C Delegate Nomination Form
- Table A Table of Current Constitution, Proposed Constitution and Reason for Amendments

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