



15 September 2021

To: All STTA Full Members

BY EMAIL

Dear Sir / Mdm

**STTA EXTRAORDINARY GENERAL MEETING BY ELECTRONIC MEANS (e-EOGM)
– SECOND NOTICE**

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

Date: 28 September 2021 (Tuesday)

Time: 7.00 pm

Mode: Zoom Meeting

1) **Proxy for Voting**

Voting is still required for the approval of the Proposed Amendment to the STTA Constitution.

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 delegate whom the member had nominated with voting rights through the due submission of the Delegate Nomination Form within the stipulated deadline (9 September 2021, 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 **25 September 2021 (Saturday), 12.00 noon**:

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

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

2) **e-EOGM Proceedings**

The delegates nominated by the full members to attend the e-EOGM will be provided with a login link to the virtual EOGM and the instruction on how to access the Zoom meeting in this email. Please contact us at eogm@stta.org.sg or 6354 1014 if you do not receive the email by 16 September 2021.

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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The proceedings of the e-EOGM 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.
- 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 (22 September 2021, 7.00 pm)**

A virtual pre-meeting will be conducted on **22 September 2021 at 7.00 pm** for a briefing on the procedure of the upcoming e-EOGM. This meeting will also act as a trial for the actual e-EOGM. Only the same nominated delegate(s) for the e-EOGM shall attend this Pre-Meeting.

The delegates whom the members had nominated in the Delegate Nomination Form will also receive the link to the Pre-Meeting in this email.

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

S/N	Activity	Date / Time
1	Virtual Pre-Meeting to be conducted to brief delegates of full members on the e-EOGM process.	22 Sep 2021 (Wed) 7.00 pm
2	Submission by full members to the Chairman of the e-EOGM 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-EOGM at ellen_lee@stta.org.sg and the	25 Sep 2021 (Sat) 12.00 noon

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S/N	Activity	Date / Time
	Independent Person at eogmproxy@stta.org.sg no later than 12.00 noon on 25 September 2021 (Sat) . STTA will send an email confirmation upon receipt of the submission. Please note that only duly acknowledged submission will be considered.	
3	STTA will send reminder with the Zoom meeting details to the delegates.	27 Sep 2021 (Mon)
4	Conduct of the e-EOGM	28 Sep 2021 (Tue) 7.00 pm

We would appreciate if the delegates could **RSVP your attendance for both meetings by 17 September 2021 via email to eogm@stta.org.sg.**

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

Attachments:

Annex A Second Notice of the EOGM & Agenda
Table A Table of Constitutional Amendments

Nominated delegates will also receive the following:

Annex B1 Zoom Login Instruction for PC
Annex B2 Zoom Login Instruction for Mobile Phone
Annex C Proxy Voting Form (only delegates with voting right will receive this)

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