



Transient Workers Count Too

Notice of Annual General Meeting 2020

To: Members of Transient Workers Count Too

Notice is hereby given that our AGM will be convened and held by electronic means on **Sunday, 20th September 2020 at 3pm.**

MEETING DETAILS:

Date/Time	20 th September 2020 3pm (Registration begins 2pm)
Mode of Meeting	Via Zoom (Join via audio or video)
Meeting Link:	<p>Join Zoom Meeting: https://zoom.us/j/97538611777?pwd=dnByT0l3OEEdvZTRlYUdHbXZDbWtIZz09</p> <p>Meeting ID: 975 3861 1777 Passcode: 569115</p> <p>A calendar invite will also be shared with you for easy reference</p>
Resources	<p>I have included a pdf guide on how to use Zoom and how our attendance taking will be on 20th Sept. – Click here to access online drive.</p> <p>Under the section, Agenda (on Page 2), you will see “Documents and Notes” for how you can access material for each item. I have included all these in a Google Drive repository that will be shared with all members with a valid email address.</p>
Notes on Virtual AGM based on COVID-19 (Temporary Measures) Order 2020	<p><u>Quorum</u></p> <ul style="list-style-type: none"> Your attendance and submission of our proxy form is important. The proxy form is due by Monday, 14th September 2020 (see Page 4/ attachment). We require at least 25% of the total voting membership or 30 voting members, whichever is the lesser figure, to form a quorum at the AGM The quorum for our AGM may be formed by members electronically present and proxies may constitute quorum for General Meetings to be held electronically in accordance with Rule 5 of the scheduled Temporary Measures Order. <p><u>A TWC2 member is deemed <i>present</i> on 20th September if he meets all these 4 criteria:</u></p> <ul style="list-style-type: none"> Attends the meeting via audio-visual broadcast (i.e. Zoom) Their identity is verified by the Secretary or any other person appointed by the Executive Committee to mark the attendance of members They are acknowledged by electronic means by the chairperson of the meeting as being present at the meeting. They have appointed the chairperson of the meeting as his/her proxy to attend, speak and vote at the meeting. <p><u>If quorum is not met:</u> The meeting shall be adjourned for half an hour and should the number then electronically present be insufficient to form a quorum, those electronically present shall be considered a quorum, but they shall have no power to amend any of the existing rules.</p>



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AGENDA

No.	Items	Documents/ Notes
1	Opening remarks	
2	Adoption of Minutes of AGM 2019 and Matters Arising	Via Google Drive ¹
3	President's Message	
4	Annual Report 2019: Presentation and Adoption	Accessible on TWC2 Website and Google Drive
5	Financial Statement 2019 Presentation from Treasurer	Accessible on TWC2 Website and Google Drive
6	Report by the Audit Committee	
7	The re-appointment of Stamford Assurance PAC as Auditor for FY2020	
8a	Elect new Audit Committee Member Varun Iyer Mani as one of the two new Honorary Auditors	Profile attached in Google Drive
8b	Elect new Audit Committee Member Gurbinder Singh as one of the two new Honorary Auditors	Profile attached in Google Drive
9	Constitutional Amendments: Presentation and Adoption	Via Google Drive ²³ .
10	Any Other Business ⁴	

Beverly Shaddick
TWC2 Secretary
4th September 2020

¹ This will be sent to you via email and an online version will be accessible via Google Drive. Your access will be tied to your email address that was shared with TWC2 for security reasons.

² Also shared via email and accessible via Google Drive. See current constitution and the revised one, where amendments are in blue.

³ We have also included the reasons for constitutional changes which can be [accessed here](#).

⁴ Please note that under Rule 4 of the scheduled Temporary Measures Order, a member who wishes to place an item on the Agenda needs to give the Secretary at least one week of notice before the AGM.

Notes to Members

In light of the current Covid-19 situation and pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Registered Societies) Order 2020, the AGM will be held by way of electronic means as follows:

- a) Members will not be able to attend the AGM in person. They may only attend the AGM by observing and listening to the proceedings by electronic means.
- b) Under Rule 4 of the scheduled Temporary Measures Order, a member who wishes to place an item on the Agenda needs to give the Secretary at least one week of notice before the AGM. Members who wish to do this must send this by email to secretary@exco.twc2.org.sg by 13 September 2020 and shall provide a description of item, brief background and purpose of raising item.
- c) Members will not be allowed to submit questions live at the AGM. Instead, all questions must be submitted in advance by email to secretary@exco.twc2.org.sg or by post addressed to TWC2, 5001 Beach Road, #09-86, Golden Mile Complex, Singapore 199588. **The questions must reach TWC2 by 13 September 2020.**
- d) We will attempt to address all significant and relevant questions submitted at the AGM but in the event that we are unable to do so due to insufficient time, our response will be emailed to the sender or, if it is of general interest, posted on our website.
- e) A member wishing to exercise their rights to vote at the AGM may do so only by appointing the Chair of the Meeting as the member's proxy to vote on her behalf by:
 - i. filling in and submitting the Proxy Form (See Page 4 below or attachment); or
 - ii. downloading and filling in the Proxy Form (PDF Version) and depositing it to TWC2 Office at 5001 Beach Road, #09-86, Golden Mile Complex, Singapore 199588.
- f) In filling in the Proxy Form, a member must give specific instructions as to voting, or abstentions from voting, in respect of a resolution. Failure to do so will invalidate the appointment of the Chair of the Meeting as proxy for that resolution. Members are encouraged to submit their Proxy Form via email as the postal service may be delayed by COVID-19 restriction orders. Members may exercise their right to vote by proxy even if they do not attend the AGM by electronic means.
- g) For details on how to attend the AGM by electronic means, please refer to Zoom Instructions. There will be a trial session if members would like to familiarize themselves with the setup on 13th September from 2 to 3pm.



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PROXY FORM ANNUAL GENERAL MEETING

I _____ holder of NRIC/ FIN (Last 4 digits)_____, contactable at Phone No: _____ and Email: _____, being a member of **Transient Workers Count Too** (“TWC2”) hereby appoint the Chairperson of the meeting, **Beverly Shaddick, Secretary of TWC2** as my proxy to attend, speak and vote for me and on my behalf, at the Annual General Meeting of TWC2, to be held at on **Sunday, 20 September 2020 at 3pm.**

Notes:

- Please tick with “√” or “x” within the relevant box for each matter that will be transacted at the Annual General Meeting.
- The proxy form must be completed by the TWC2 member.
- The completed proxy form must be either (i) deposited at TWC2’s office at **5001 Beach Road, #09-86, Golden Mile Complex, Singapore 199588** OR (ii) emailed to Christine at **info@twc2.org.sg** at least by Monday, 14th September 2020, for holding the Annual General Meeting.
- TWC2 shall be entitled to reject the proxy form if it is incomplete, improperly completed or illegible or where the true intentions of the appointer are not ascertainable from the instructions of the appointer specified in the proxy form.

No.	Resolution	For	Against	Abstain
1	Approve the minutes of the previous Annual General Meeting in 2019.			
2	Approve Annual Report of TWC2 for the year ending on 31 December 2019			
3	Approve Financial Statements for the year ending on 31 December 2019			
4	Approve of the Re-appointment of Stamford Assurance PAC as Auditor			
5a	Elect new Audit Committee Member Varun Iyer Mani as one of the two new Honorary Auditors			
5b	Elect new Audit Committee Member Gurbinder Singh as one of the two new Honorary Auditors			
6	Approve the amendments to TWC2’s Constitution ⁵			

⁵ The reason for the changes to the Constitutional Amendment stem from how we have grown as an organisation and have needed to adapt our operations. The proposed changes are marked up in blue (see online) and have been filed with the Commissioner for Charities, who have replied with no objections. For more detailed reasons, we have also included an attachment to highlight each point in depth. However, for simplicity, the areas that required changes include:

- additional clauses to allow virtual and electronic meetings for the membership at large and for the executive committee
- revision to TWC2’s increased spending cap of 40% so as to deal with the differing level of funds donated to the Society and perform the ethical obligation to spend enough of the huge donation
- Rationalise the procedures relating to auditors
- other miscellaneous updates.



Transient Workers Count **Too**

Dated this _____ day of _____ 2020.

(Signature of Member)