

14 June 2021

Notice of the Annual General Meeting

Dear member or delegate,

Notice is hereby given that the Annual General Meeting of the members or delegates of NUS Multi-Purpose Co-operative Society Ltd ('the Co-op') will be convened and held by way of electronic means **at 2pm on 30 July 2021** to transact the following business:

| No. | Proposed Resolutions |
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| 1 | To consider and confirm the minutes of the last annual general meeting held on 11 September 2020. |
| 2 | To consider and, if so resolved, to adopt the Annual Report of the Board of Directors for the year ending 31 December 2020. |
| 3 | To consider and, if so resolved, to adopt the audited financial statements for financial year ended on 31 December 2020. |
| 4 | To approve estimates of expenditure for the year 2021. |
| 5 | To approve amendment to the by-laws. |
| 6 | To elect / re-elect Wong Lim Soon as a member of the Board of Directors for a term of one year. |
| 7 | To elect / re-elect Ling Tok Wang as a member of the Board of Directors for a term of one year. |
| 8 | To elect / re-elect Sow Chorng Haur as a member of the Board of Directors for a term of one year. |
| 9 | To elect / re-elect Liew Soo Chin as a member of the Board of Directors for a term of one year. |
| 10 | To elect / re-elect Wu Ya Jun as a member of the Board of Directors for a term of one year. |
| 11 | To elect / re-elect Lim Bee Lum as a member of the Board of Directors for a term of one year. |
| 12 | To elect / re-elect Teo Tat Khai as a member of the Board of Directors for a term of one year. |

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| 13 | To elect / re-elect Kuan Yee Han as a member of the Board of Directors for a term of one year. |
| 14 | To elect / re-elect Tay Cho Jui as a member of the Board of Directors for a term of one year. |
| 15 | To elect / re-elect Caroline Yeoh Mun See as a member of the Board of Directors for a term of one year. |
| 16 | To elect / re-elect Muthukkumar S/O Nallayan as a member of the Board of Directors for a term of one year. |
| 17 | To elect / re-elect Tan Sun Teck as a member of the Board of Directors for a term of one year. |
| 18 | To elect / re-elect Tan Choong Song as internal auditor for a term of one year. |
| 19 | To elect / re-elect Huang Zhiyong as internal auditor for a term of one year. |
| 20 | To appoint P G Wee Partnership LLP as the external auditor for a term of one year. |
| 21 | To consider and resolve the manner in which any available net surplus shall be distributed or invested subject to the provisions of the Co-operative Societies Act and the by-laws. |
| 22 | To consider and authorise the presentation of a token of appreciation of \$100 to each member of the outgoing Board of Directors subject to the provisions of the Co-operative Societies Act and section 6.13 of the by-laws. |
| 23 | To consider and authorise the presentation of a token of appreciation of \$100 to each outgoing Internal Auditor subject to the provisions of the Co-operative Societies Act and section 10.9 of the by-laws. |
| 24 | To consider and authorise the maximum amount of \$150,000 the Co-op may borrow in the course of doing its business. |
| 25 | To transact any other general business of the Co-op of which due notice has been given to members. |

By Order of the Board

Dr Liew Soo Chin
 Honorary Secretary

Important Notes

- (1) Due to the current COVID-19 situation in Singapore, a member or delegate will not be able to attend the Annual General Meeting in person.
- (2) The Annual General Meeting will be convened and held by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Charities, Co-operative Societies and Mutual Benefit Organisations) Order 2020.
- (3) Please refer to **Annex A: Alternative Arrangements** for details of how the Annual General Meeting will be conducted, including how members or delegates may electronically access the meeting, send to the chairman of the meeting the substantial and relevant matters which they wish to raise, and cast their votes.
- (4) A member or delegate must appoint the chairman of the meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Annual General Meeting if such member or delegate wishes to exercise his/her/its voting rights at the Annual General Meeting. Please refer to **Annex B: Proxy Form** for information on how the chairman of the meeting may be appointed as proxy to vote.

Documents Relevant to the Annual General Meeting

The following documents to be laid or produced at the Annual General Meeting may be accessed online at the Co-op's website at <https://www.nuscoop.sg/agm-2020> :

- (a) The minutes of the last Annual General Meeting
- (b) Report of Board of Directors for financial year ended on 31 December 2020
- (c) The audited financial statements and audit report for financial year ended on 31 December 2020
- (d) Proposed distribution of net surplus for financial year ended on 31 December 2020
- (e) Key information on each individual proposed to be *elected / re-elected to the Board of Directors
- (f) Key information on the auditor proposed to be *appointed / re-appointed

Personal Data Privacy

By submitting an instrument appointing the chairman of the meeting as proxy to attend, speak and vote at the Annual General Meeting and/or any adjournment thereof, a member or delegate is deemed to have consented to the collection, use and disclosure of the member's or delegate's personal data by the Co-op (or its agents or service providers) for the purposes of:

- (a) processing and administration of the member or delegate's appointment of the chairman of the meeting as proxy for the Annual General Meeting (including any adjournment thereof);
- (b) preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (including any adjournment thereof); and
- (c) compliance by the Co-op (or its agents or service providers) with any applicable laws, regulations, guidelines and/or the Co-op's by-laws.

Annex A: Alternative Arrangements for Annual General Meeting of NUS Multi-Purpose Co-operative Society Ltd on 30 July 2021

1. **No personal attendance at the Annual General Meeting (AGM):** Due to the current COVID-19 situation in Singapore, members or delegates will not be able to attend the AGM in person.
2. **Participation at the AGM electronically:** Members or delegates may participate at the AGM by:
 - (a) attending or observing and listening to the AGM proceedings by electronic means;
 - (b) submitting matters that they wish to raise in advance of the AGM; and
 - (c) appointing the chairman of the meeting as proxy to attend, speak and vote on their behalf at the AGM.
3. **Steps for pre-registration, pre-submission of questions and voting at the AGM:**

| Steps | Details |
|---|--|
| Pre-registration for attendance by electronic means | <p>Members or delegates must pre-register at the pre-registration page at https://docs.google.com/forms/d/e/1FAIpQLSe4lxBPX9gnejRS1zwU9YC3moNFSUXz7D8gDHUxPtmdavYhBA/viewform from now till 5pm on 9 July 2021 to enable the Co-op to verify their status as members or delegates.</p> <p>Following the verification, authenticated members or delegates will receive a confirmation email by 5pm on 23 July 2021. The email will contain user ID and password details, as well as the link to access the live audio-visual webcast and a toll-free telephone number to access the live audio-only stream of the AGM proceedings.</p> <p>Members or delegates who do not receive a confirmation email by 5pm on 23 July 2020 but have registered by the deadline for pre-registration should contact Ms Doreen Seow at 67766575 or copadm@nus.edu.sg.</p> |

| Steps | Details |
|---|---|
| <p>Submit questions in advance</p> | <p>Members or delegates will not be able to raise matters or ask questions at the AGM live during the webcast or audio-stream.</p> <p>In advance of the AGM, members or delegates should send to the chairman of the meeting the matters which they wish to raise at the meeting, in the following manner:</p> <p>(a) Via pre-registration page: Members or delegates who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration page at https://docs.google.com/forms/d/e/1FAIpQLSe4lxBPX9gnejRS1zwU9YC3moNFSUXz7D8gDHUxPtmdavYhBA/viewform</p> <p>(b) By email: Questions may be emailed to Ms Doreen Seow at copadm@nus.edu.sg.</p> <p>(c) By post: Questions may be sent by post to the Co-op at P.O. Box 1101 Kent Ridge Crescent Singapore 911101.</p> <p>Deadline to submit questions: All questions must be submitted by 5pm on 9 July 2021.</p> <p>Addressing questions: All substantial and relevant matters raised before the deadline will be addressed by the Board of Directors prior to or at the AGM.</p> <p>The Board of Directors will endeavour to address all substantial and relevant matters raised by members or delegates during the AGM through live audio-visual webcast and live audio-only stream. However, as there may not be sufficient time to address all such matters raised during the AGM itself, responses to those questions which could not be addressed during the AGM will be published on the Co-op's website prior to the AGM.</p> |

| Steps | Details |
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| <p>Submit proxy forms to vote</p> | <p>Appointment of chairman of the meeting as proxy: Members or delegates who wish to vote on the resolutions to be tabled at the AGM must appoint the chairman of the meeting as their proxy to attend, speak and vote on their behalf at the AGM, by depositing with the Co-op an instrument of appointment ('proxy form'). Detailed instructions may be found in the proxy form (Annex B).</p> <p>Specific voting instructions to be given: Where members or delegates appoint the chairman of the meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of each resolution in the proxy form, failing which the appointment of the chairman of the meeting as proxy for that resolution will be treated as invalid.</p> <p>Submission of proxy forms: Proxy forms must be submitted by post or by email (as specified in the proxy form) and must reach the Co-op by 5pm on 9 July 2021.</p> |

4. **The AGM will be held at 2pm on 30 July 2021.** Members or delegates may electronically access the meeting by:
- Clicking on the link in the confirmation email and entering the user ID and password to access the live audio-visual webcast of the AGM proceedings.