

## NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given by the Executive Committee that the 6<sup>th</sup> Annual General Meeting of the Association of Early Childhood and Training Services, will be held on 29<sup>th</sup> March 2019 (Friday), 3pm – 5pm at Venue – Cypress Room, Level 2 (Enter from Lobby B), Metropolitan YMCA Singapore, 60 Stevens Road, Singapore 257854

The AGM's agenda items:

1. To receive the Chairman's Report on behalf of the Executive Committee for the year ended 31 December 2018;
2. To receive and, if approved, pass the Balance Sheet and Statement of Accounts of Association of Early Childhood and Training Services for the year ending 31 December 2018;
3. To appoint the external auditor for 2019 accounts;
4. To conduct election for the appointment of EXCO Members for term 2019-2020
5. To elect Office Bearers for year 2019;
6. To approve and adopt proposed amendments to the Association's Constitution (as per attached Annex 1);
7. To transact any other business in accordance with the Society's constitution.

For members who wishes to place an item on the agenda of the AGM, please give your notice to the Honorary Secretary via [secretariat@assets.org.sg](mailto:secretariat@assets.org.sg) at least seven (7) days before the meeting is due to be held.

Please also note that Pre-AGM activities will start at 1:30pm. Details of the Pre-AGM will be disseminated to the Members.

Dated this 8<sup>th</sup> of March 2019.

By order of the Executive Committee

Association of Early Childhood and Training Services

Ms Fiona Jean Walker

HONORARY SECRETARY





587 Upper Serangoon Road, Crestar Building  
Singapore 534564 Tel: +65 6282 9414  
Email: [secretariat@assets.org.sg](mailto:secretariat@assets.org.sg)  
Website: [www.assets.org.sg](http://www.assets.org.sg)  
UEN: T12SS0177H

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**Attendance and Proxy Form**

In accordance with Article 10.9 (A) of the Association's Constitution, each Ordinary Member of the Association of Early Childhood and Training Services shall have one vote. Votes may be given either personally or by proxy. Proxies (who shall be voting members of ASSETS) shall be appointed in writing signed by the appointer and appointee. The appointment of a proxy shall be notified to the Honorary Secretary not less than 48 hours before the meeting.

- Yes, I will be attending the AGM on 29<sup>th</sup> March, 2019.
- No, I am unable to attend the AGM on 29<sup>th</sup> March 2019
- No, I am unable to attend the AGM on 29<sup>th</sup> March 2019. I will be assigning a proxy to attend the meeting on my behalf.

**Particulars of Proxy attending the meeting:**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

**Reply by**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Tel : \_\_\_\_\_ Email: \_\_\_\_\_

Signature : \_\_\_\_\_

**Note: Please email the Attendance and Proxy Form to [secretariat@assets.org.sg](mailto:secretariat@assets.org.sg).**