



3 July 2020

**MANAGEMENT DEVELOPMENT INSTITUTE OF SINGAPORE
65th ANNUAL GENERAL MEETING**

To: All MDIS Members,

NOTICE IS HEREBY given that for the 65th Annual General Meeting (AGM) of the Management Development Institute of Singapore (MDIS) by way of electronic means **will be held via webcast (Zoom) on Saturday, 25 July 2020 at 2pm sharp.**

AGENDA

- To confirm the Minutes of the 64th Annual General Meeting
- To receive and if approved, pass the Annual Report and the Statement of Accounts for the year ended 31 December 2019
- To elect six (6) office bearers
- To appoint or re-appoint external Auditors
- To appoint, re-appoint or confirm the Trustees
- To transact any other business of which due notice has been given

Management Development Institute of Singapore

MDIS Campus 501 Stirling Road Singapore 148951 Tel: (65) 6278 8000 Fax: (65) 6278 5312

MDIS Dhoby Ghaut 20 Orchard Road Singapore 238830 Tel: (65) 6372 1000 Fax: (65) 6338 1048

Email: mdis@mdis.edu.sg Website: www.mdis.edu.sg

UEN No.: S61SS0151F

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COVID-19 (Temporary Measures) Act 2020

In light of the COVID-19 situation and pursuant to the relevant order under the COVID-19 (Temporary Measures) Act 2020, the following arrangements will be adopted for the AGM:

- Members will not be able to attend the Annual General Meeting in person. Members may only attend the Annual General Meeting by observing and listening to the proceedings of the meeting by electronic means;
- Members may submit questions relating to the AGM Minutes, General Matters or Accounts by **Thursday, 9 July 2020** via this email link [MDIS AGM Queries \(members@mdis.edu.sg\)](mailto:members@mdis.edu.sg);
- All substantial and relevant questions will be addressed by the Governing Council prior to, or during the AGM;
- Eligible members may only vote by appointing the Chairman of the meeting as proxy to vote at the meeting by depositing with MDIS, an instrument of appointment (also known as “The Proxy Form”);
- All completed proxy forms must be submitted before 5.30pm sharp by **Friday, 17 July 2020** via this email link [COMPLETED PROXY FORM \(members@mdis.edu.sg\)](mailto:members@mdis.edu.sg) or mail to MDIS Membership Department, 501 Stirling Road, Singapore 148951;
- Should you have any other business to be transacted at the meeting, please notify us in writing, together with the names of the proposers and seconders, no less than **14 days before the date of the Meeting, which is on Thursday, 9 July 2020**.
- In appointing the Chairman of the meeting as a proxy, members must give specific instructions with regards to voting, or abstentions from voting, in the form of proxy, failing which the appointment may be treated as invalid.

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Virtual Webcast of AGM

- The AGM will be using a webcast set up on a 3rd party platform. Members are required to register their interests to attend the virtual AGM online. There will a verification process before participants are issued with their login details and a link to the live stream of the AGM;
- Members wishing to participate in the AGM will be required to update their email addresses via this email link [ATTENDANCE \(members@mdis.edu.sg\)](mailto:ATTENDANCE@mdis.edu.sg). Members will then be issued their login details and a link to the live stream of the AGM. For any questions submitted, MDIS will provide answers before or during the AGM;
- The webcast AGM is expected to be concluded within 1 hour.

AGM Material

You may download the following attachments from MDIS website: www.mdis.edu.sg under Events / MDIS 65th Annual General Meeting.

- Annual Report 2019;
- Statement of Accounts for the year ended 31st December 2019;
- Minutes of the 64th Annual General Meeting;
- Agenda of the 65th Annual General Meeting;
- Proxy Form; &
- Virtual Webcast Instructions.

On the AGM Day

- The quorum at the AGM shall be 20% of the total voting Membership, or 50 persons whichever is the smaller number, present at the time the Chair is taken, which shall be within half an hour of the time fixed for the meeting;
- The quorum will be determined by those who have submitted the instrument of appointment and those attending online;

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- In the event of there being no quorum, the AGM shall stand adjourned to a time and date to be determined by the Governing Council not less than half an hour and not more than two weeks later. Where an adjournment is to be at a later time on the same date, the notice shall be given verbally to the members present at the adjourned meeting. Such adjourned meeting shall have no powers to amend or make any additions to the Constitution.

Eligible Voting Members

Eligible voting members must submit their completed proxy form before 5.30pm sharp by **Friday, 17 July 2020** via this email link [COMPLETED PROXY FORM \(members@mdis.edu.sg\)](mailto:members@mdis.edu.sg) or mail to MDIS Membership Department, 501 Stirling Road, Singapore 148951.

Independent scrutineers will be present on the day of the virtual AGM and will witness the whole proceeding of the AGM.

Results

Results of matters voted upon will be put up on MDIS's website on the same day.

By order of the Governing Council

Mr Shareef Bin Abdul Jaffar
Secretary-General
MDIS Governing Council

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