



ELIM CHURCH ASSEMBLY OF GOD
("Elim Church")
(Company Registration No. 196200166K)
(Incorporated in the Republic of Singapore)

NOTICE OF ANNUAL GENERAL MEETING

NOTICE IS HEREBY GIVEN that the Annual General Meeting of Elim Church will be convened and held by way of electronic means on **19 May 2021 at 7.30 p.m.** (Singapore time) to transact the following business:

ORDINARY RESOLUTIONS

1. To receive and adopt the Audited Financial Statements, Directors' Statement and Auditor's Report for the financial year ended 31 December 2020. **Resolution 1**
2. To re-appoint FIDUCIA LLP as Auditors of Elim Church and to authorize the Board to fix their remuneration. **Resolution 2**
3. To transact any other business as may be properly transacted at an Annual General Meeting. **Resolution 3**

By Order of the Board of Trustees

Natascha May Thevasagayam
Board Secretary

4 May 2021, Singapore

Notes

1. The Annual General Meeting (“**AGM**”) of Elim Church Assembly of God (the “**Church**”) is being convened, and will be held, by way of electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Companies, Variable Capital Companies, Business Trusts, Unit Trusts and Debenture Holders) Order 2020.
2. The AGM will only be held by electronic means, and members will **not** be able to attend the AGM in person. Alternative arrangements relating to participation and attendance at the AGM by electronic means (including arrangements by which the meeting can be electronically accessed via live audio-visual webcast or live audio-only stream), submission of questions to the Chairman of the Meeting in advance of the AGM, addressing of substantial and relevant questions at the AGM and voting by appointing the Chairman of the Meeting as proxy at the AGM, are set out below. Any reference to a time of day is made by reference to Singapore time.
3. **Alternative arrangements and pre-registration:** Members will be able to observe and/or listen to the AGM proceedings through a live audio-visual webcast or live audio-only stream via their mobile phones, tablets or computers. In order to do so, Members must pre-register at the Church’s **pre-registration website** at the URL <https://forms.office.com/r/GJ2ghfHhGu> between now till **7.30 p.m., 12 May 2021** to enable the Church to verify their status as members of the Church. Following the verification, authenticated Members will receive an email confirming successful registration, which will contain the login credentials as well as instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings. Members who do not receive such email by 7.30 p.m., 14 May 2021 but have registered by the 12 May 2021 deadline should contact the Church via phone call or Whatsapp message to 62982204, or via email to agm2021@elimchurch.org.sg by 7.30 p.m., 16 May 2021.
4. **Documents:** This Notice of AGM, the proxy form, Audited Financial Statements, Directors’ Statement and Auditor’s Report for the Financial Year Ended 31 December 2020 have been sent to Members by email as well as by post. The Notice of AGM and proxy form are also published on the Church’s website at the URL <http://www.elimchurch.org.sg/agm-2021>.
5. **Voting:** If a member wishes to exercise his/her voting rights at the AGM, he/she must appoint the Chairman of the Meeting as his/her proxy to attend, speak and vote on his/her behalf at the AGM by completing, signing and submitting the proxy form in accordance with this paragraph and paragraph 6 below. In appointing the Chairman of the Meeting as proxy, a member must give specific instructions as to voting, or abstentions from voting, in respect of each resolution in the form of proxy, failing which the appointment of the Chairman of the Meeting as proxy for that resolution will be treated as invalid. The proxy forms received and validated will be counted and the results announced by the Chairman during the AGM.
6. **Proxy Form:** The proxy form has been sent to Members by email and by post, and is also published on the Church’s website at the URL <http://www.elimchurch.org.sg/agm-2021>. The proxy form appointing the Chairman of the Meeting as proxy must be submitted and **reach the Church by 7.30 p.m., 16 May 2021**, being 72 hours before the time fixed for the AGM in the following manner:
 - (a) if submitted electronically, be submitted via email to the Church at agm2021@elimchurch.org.sg; or
 - (b) if submitted by post, be deposited at the Church Office at 1079 Serangoon Road, Singapore 328182.A member who wishes to submit a proxy form must complete and sign the proxy form before sending it as an attachment by email to the email address provided above, or submitting it by post to the address provided above. **Members are strongly encouraged to submit completed proxy forms electronically via email.**
7. **Submission of Questions:** Members may submit questions related to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, **in advance of the AGM**, or ask questions **during** the live audio-visual webcast/audio-only stream of the AGM. In order to submit questions in advance of the AGM, their questions must be submitted in the following manner and **reach the Church by 7.30 p.m., 12 May 2021:**
 - (a) if submitted electronically, be submitted via email to the Church at agm2021@elimchurch.org.sg; or
 - (b) if submitted by post, be deposited at the Church office at 1079 Serangoon Road, Singapore 328182.

Members who submit questions electronically in advance of the AGM must provide the member's full name. Members who submit questions by post in advance of the AGM must provide the member's (1) full name; and (2) address. **Members are strongly encouraged to submit questions electronically via email.**

Members will be able to ask questions during the live audio-visual webcast/audio-only stream of the AGM. However, if Members would like the Church to endeavour to address their substantial and relevant questions prior to the deadline for submission of their proxy forms for voting, Members should submit their questions in accordance with paragraph 7 by **7.30 p.m., 12 May 2021**. The Church will endeavour to address all substantial and relevant questions received by such deadline prior to the proxy form submission deadline.

8. **Updates:** Due to the COVID-19 situation in Singapore, the Church may be required to change the arrangements for the AGM at short notice. Members should check the Church's website at URL <http://www.elimchurch.org.sg/agm-2021> for the latest updates on the status of the AGM.

Personal Data Privacy

By submitting the proxy form appointing a proxy to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Church consents to the collection, use and disclosure of the member's personal data by the Church or on its behalf for the purpose of the processing, administration and analysis by the Church or on its behalf of proxy appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Church to comply with any applicable laws, regulations and/or guidelines.

Annex – Key dates and deadlines

Key dates	Actions
From 4 May 2021	<p>Members may begin to pre-register to attend the live audio-visual webcast or live audio-only stream of the AGM proceedings. The Pre-registration website is at the URL https://forms.office.com/r/GJ2ghfHhGu.</p> <p>Please note that the AGM will only be held by electronic means, and members will not be able to attend the AGM in person.</p>
7.30 p.m. on 12 May 2021	<p>Deadline for members to:</p> <ul style="list-style-type: none"> • Pre-register at the URL provided above to attend the live audio-visual webcast/live audio-only stream of the AGM proceedings; and • Submit questions related to the resolutions to be tabled for approval at the AGM. <p><i>Note: Members will also be able to ask questions during the live audio-visual webcast/audio-only stream of the AGM. However, if Members would like the Church to endeavour to address their substantial and relevant questions prior to the deadline for submission of their proxy forms for voting, Members should submit their questions in accordance with paragraph 7 of the Notice of AGM, by 7.30 p.m., 12 May 2021.</i></p>
By 7.30 p.m. on 14 May 2021	<p>Following pre-registration and verification, authenticated members will receive an email confirming successful registration, which will contain the login credentials as well as instructions on how to access the live audio-visual webcast and live audio-only stream of the AGM proceedings (the “Confirmation Email”).</p> <p>Members who do not receive such email by 7.30 p.m., 14 May 2021 but have registered by the 12 May 2021 deadline should contact the Church via phone call or Whatsapp message to 62982204, or via email to agm2021@elimchurch.org.sg by 7.30 p.m., 16 May 2021.</p> <p>Individuals who have pre-registered but whose status as members cannot be verified will receive an email by this date to inform them of this.</p>
7.30 p.m. on 16 May 2021	<p>Deadline for members to:</p> <ul style="list-style-type: none"> • Submit proxy forms for voting
7.30 p.m. on 19 May 2021	<p>Annual General Meeting</p> <ul style="list-style-type: none"> • To access the live audio-visual webcast of the AGM proceedings: Click on the link in the Confirmation Email and enter the password provided within the Confirmation Email. • To access the live audio-only stream of the AGM proceedings (phone in and listen only): Call the telephone number in the Confirmation Email. When prompted, enter the Meeting ID and password provided within the Confirmation Email. Please note that standard local call charges would apply. <p>Access to the online meeting room will be available from 7.00 p.m. onwards.</p>