

# ELIM CHURCH ASSEMBLY OF GOD

(Co. Reg. No. 196200166K)  
(Incorporated in the Republic of Singapore)

## ARRANGEMENTS (IN FAQ FORMAT) FOR THE 61<sup>ST</sup> ANNUAL GENERAL MEETING (“AGM”) TO BE HELD BY ELECTRONIC MEANS ON 19 MAY 2021 AT 7.30 P.M.

### A THE AGM

A1 Why is the Church convening the AGM by electronic means?

Although safe distancing regulations are gradually and cautiously being relaxed, companies are encouraged to continue conducting general meetings via electronic means in order to minimize physical interaction and the risk of COVID-19 transmission. To this end, the AGM will be convened and held by way of electronic means on Wednesday, 19 May 2021 at 7.30 p.m. Please refer to the Notice of AGM for full details.

A2 Will there be a financial presentation scheduled for this AGM?

Yes, a financial presentation will be scheduled.

### B ATTENDANCE AT THE AGM

B1 Are members able to attend the AGM in person?

The AGM will only be held by electronic means, and members will **not** be able to attend the AGM in person. We seek your kind understanding in view of the safe distancing considerations to minimize physical interaction and the risk of COVID-19 transmission.

B2 How can I participate in the AGM if I am not allowed to attend in person?

Members, who have pre-registered to observe and/or listen to the AGM proceedings and have been authenticated following the Church’s verification process, will be provided with 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. Please refer to the FAQ on “**Accessing the live AGM proceedings**” below at paragraph E.

B3 How can I ask questions if I am not allowed to attend the AGM in person?

Members may submit questions relating to the resolutions to be tabled for approval at the AGM to a dedicated email or mailing address **in advance of the AGM** or ask questions **during** the live audio-visual webcast/audio-only stream of the AGM. Please refer to the FAQ on “**Questions from members**” below at paragraph C for more details.

## C QUESTIONS FROM MEMBERS

C1 I have questions relating to the resolutions to be tabled for approval at the AGM. How can I communicate my questions?

You may submit your question(s) relating to the resolutions to be tabled for approval at the AGM to the Chairman of the Meeting, in advance of the AGM, in the following manner:

- (a) if submitted electronically, be submitted via email to the Church at [agm2021@elimchurch.org.sg](mailto:agm2021@elimchurch.org.sg); or
- (b) if submitted by post, be deposited at the Church Office at 1079 Serangoon Road, Singapore 328182.

Members who wish to submit questions **in advance of the AGM** must ensure that the questions are submitted and **reach the Church by 7.30 p.m., 12 May 2021**. Members are strongly encouraged to submit questions electronically via email. If you are submitting your questions by post, you are encouraged to do so at least 3 working days before the deadline to ensure it reaches the Church on time. You may also notify us via Whatsapp message to 62982204, or via email to [agm2021@elimchurch.org.sg](mailto:agm2021@elimchurch.org.sg) so that we can look out for your submission.

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, Members should submit their questions in advance **by 7.30 p.m., 12 May 2021** as described above.

C2 Do I need to identify myself when posing questions (by email or by post) to the Church?

Members who submit questions by email 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.

We regret that we will not be able to answer your questions if we are unable to verify your member status.

C3 Is there a cut-off date for sending in questions in advance of the AGM (by email or by post)?

Yes, Members who wish to submit questions **in advance of the AGM** must ensure that the questions are submitted and **reach the Church by 7.30 p.m., 12 May 2021**. We regret that we will not be able to address questions received after the cut-off time and date.

C4 How will my questions be answered?

The Church will endeavour to address all substantial and relevant questions submitted in advance of the AGM by electronic means prior to the proxy form submission deadline.

Where questions are raised during the live audio-visual webcast/audio-only stream of the AGM, we will endeavour to respond directly.

**D PRE-REGISTRATION FOR THE LIVE AUDIO-VISUAL WEBCAST OR LIVE AUDIO ONLY STREAM OF AGM PROCEEDINGS**

D1 When can I start to pre-register for the live AGM proceedings?

You can start your pre-registration **from 4 May 2021** at the Church's pre-registration website at the URL <https://forms.office.com/r/GJ2qhfHhGu>.

D2 Is there a closing date for pre-registration?

Yes, please complete your pre-registration **before 7.30 p.m. on 12 May 2021**. We regret that only members who have pre-registered before the closing date and whose status as members of the Church have been verified will be allowed access to the live AGM proceedings.

D3 Who can pre-register for the live audio-visual webcast or audio-only streaming of the AGM proceedings?

Only voting members, whose names appear on the Church's Register of Members, can pre-register for the live AGM proceedings. We regret that registrations that do not meet this requirement will not be processed.

D4 Can I pre-register my representative for the live AGM proceedings?

We regret that only voting members, whose names appear on the Church's Register of Members, can pre-register for the live AGM proceedings. Registrations that do not meet this requirement will not be processed.

D5 How do I pre-register for the live AGM proceedings (audio-visual webcast or audio-only streaming)?

You will need to take the following steps:

Step 1 : Go to the pre-registration website at the URL  
<https://forms.office.com/r/GJ2ghfHhGu>.

Step 2 : Complete the information required on the pre-registration form.

You will need to provide the following mandatory information:

- Full Name (as in NRIC/Passport)
- Last 4 characters of NRIC (for verification purposes)
- Email Address
- Contact number (to contact you if clarifications are required for the data submitted)

Step 3 : Review your input and ensure it is accurate before clicking “Submit”.

Step 4 : After you click “Submit”, an acknowledgement of your registration will appear on the registration page, followed by an acknowledgement sent to the email address you have provided.

**Notes:**

Members must pre-register **by 7.30 p.m., 12 May 2021**.

If you do not receive an email acknowledgement after your registration, please check your spam/junk email folder. If the email acknowledgment cannot be found in your inbox as well as your spam/junk email folder, it means your pre-registration was not successful. Please try submitting the pre-registration form again, or contact the Church for assistance via phone call or Whatsapp message to 62982204, or via email to [agm2021@elimchurch.org.sg](mailto:agm2021@elimchurch.org.sg).

Upon verification that you are a member of Elim Church Assembly of God, an email will be sent to you by 7.30 p.m. on 14 May 2021 with your 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**”). If you do not receive this Confirmation Email by 7.30 p.m on 14 May 2021 but have registered by the 12 May 2021 deadline, please contact the Church via phone call or Whatsapp message to 62982204, or via email to [agm2021@elimchurch.org.sg](mailto:agm2021@elimchurch.org.sg) by 7.30 p.m., 16 May 2021.

If we are unable to verify your status as a voting member, you will receive an email by 7.30 p.m. on 14 May 2021 to notify you of this.

D6 When will I receive the login credentials for the live audio-visual webcast and live audio-only stream of the AGM proceedings?

Authenticated members will receive a Confirmation Email by 7.30 p.m. on 14 May 2021.

The email will contain:

- The URL link and the corresponding password to view the live audio-visual webcast
- A telephone number and corresponding Meeting ID and password to access the live audio-only stream (phone in and listen only)

Members who do not receive such email by 7.30 p.m. on 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](mailto:agm2021@elimchurch.org.sg) by 7.30 p.m. on 16 May 2021.

Please refer to the FAQ on “**Accessing the live AGM proceedings**” below at paragraph E for details on steps to take on the day of the AGM (19 May 2021, 7.30 p.m.).

## E ACCESSING THE LIVE AGM PROCEEDINGS

E1 I have received the confirmation email. What should I do next?

The AGM commences at **7.30 p.m. on 19 May 2021**. Access to the online meeting room will be available from 7.00 p.m. onwards.

### **Live audio-visual option:**

- For members who wish to view the live audio-visual webcast, you may click on the URL link indicated in your Confirmation Email to access the online meeting room from 7.00 p.m. onwards.
- When prompted, key in the password which has been provided in the Confirmation Email.
- The AGM will commence at **7.30 p.m.**

### **Live audio-only option:**

- For members who wish to call in for the live audio-only stream (phone in and listen only), you may call the telephone number indicated on your Confirmation Email from 7.00 p.m. onwards.
- When prompted, key in the Meeting ID as directed, followed by the password which has been provided in the Confirmation Email.
- Once connected to the call, please specify your name and the last 4 characters of your NRIC clearly when prompted to do so, for the purpose of verification.

**E2 Can I watch the live audio-visual webcast from my mobile phone?**

Yes, you can watch the live audio-visual webcast from any smartphone as long as:

- You have a stable WIFI connection or LAN connection
- You have downloaded the “Zoom Cloud Meetings” app on your device.
  - For iOS, download from <https://itunes.apple.com/us/app/id546505307>
  - For Android, download from <https://play.google.com/store/apps/details?id=us.zoom.videomeetings>

**E3 Can I ask questions during the live audio-visual webcast or through the audio-only stream?**

Yes, 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, Members should submit their questions in advance by **7.30 p.m., 12 May 2021**. Please refer to the FAQ on “**Questions from members**” above at paragraph C for more details.

**F VOTING ON THE RESOLUTIONS TABLED FOR APPROVAL AT THE AGM**

**F1 Since I am not able to attend the AGM in person, how can I exercise my votes?**

A member who wishes to vote on the resolutions to be tabled for approval at the AGM 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 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.

**F2 Where can I find the 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>.

F3 How do I submit my completed Proxy Form?

To submit the Proxy Form **electronically**:

Step 1 : Complete and sign the Proxy Form

Step 2 : Scan or take a photograph of the completed form

Step 3 : Send the scanned copy/photo of the completed form as an attachment by email to [agm2021@elimchurch.org.sg](mailto:agm2021@elimchurch.org.sg)

To submit the Proxy Form by **post**, please complete and sign the Proxy Form and post the completed form to the Church Office at 1079 Serangoon Road, Singapore 328182. You may utilize the provided envelope.

Completed Proxy Forms sent by email or post must **reach the Church by 7.30 p.m. on 16 May 2021.**

**Members are strongly encouraged to submit completed Proxy Forms by email.**

If you are submitting the proxy form by post, you are encouraged to do so at least 3 working days before the deadline to ensure it reaches the Church on time. You may also notify us via Whatsapp message to 62982204, or via email to [agm2021@elimchurch.org.sg](mailto:agm2021@elimchurch.org.sg) so that we can look out for your submission.

We regret that incomplete or incorrectly completed Proxy Forms will not be processed.

F4 Is there flexibility in accepting proxy forms that are submitted late?

We regret that Proxy Forms received after 7.30 p.m. on 16 May 2021 will not be processed.