



Christian Counselling Services

基督教辅导服务协会

UEN T12SS0078B

73 Upper Paya Lebar Road
#07-02A Centro Bianco
Singapore 534818

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Notice of Adjourned 8th Annual General Meeting of Christian Counselling Services

To: Members of Christian Counselling Services (CCS)

NOTICE IS HEREBY GIVEN that the adjourned 8th Annual General Meeting of Christian Counselling Services (CCS) will be convened and held by electronic means on **Tuesday, 22nd Sept 2020 at 7:30pm** to transact the business set out below.

AGENDA

1. President's Address and Report.
2. To receive and adopt the 2019 Annual Report of CCS.
3. To receive and adopt the 2019 Financial Statements of CCS.
4. To confirm the Minutes of the Meeting for the previous Annual General Meeting (7th AGM) and to discuss any matters arising thereof.
5. To appoint Kreston David Yeung PAC as external auditors for Financial Year 2020.
6. To transact any other business of which notice in writing has been given by a Registered Member to the Honorary Secretary not later than fourteen (14) days before the meeting is due to be held.

In view of the COVID-19 situation and pursuant to the COVID19 (Temporary Measures) Act 2020, alternative arrangements will be adopted for this Annual General Meeting.

Please refer to the **Important Notes** section for details of this Annual General Meeting.

By Order of the Executive Committee:

Joseph Peck
Honorary Secretary
31st August 2020

Important Notes

1. Members will not be able to attend the Annual General Meeting in person. A member may only attend the Annual General Meeting by observing and listening to the proceedings of the virtual meeting by electronic means.

2. There will be no “raising of hands” at this virtual meeting to vote on resolutions. A member may only vote by appointing the Chairperson of the Meeting as the member’s proxy to vote at the meeting using the **Proxy Form** attached to this letter. In appointing the Chairperson of the Meeting as a proxy, a member must give specific instructions with regards to voting, or abstentions from voting with respect to each of the resolutions in the proxy form.

3. All completed and signed **Proxy Forms** may be sent to the Honorary Secretary by email to admin@ccslink.org or by postal mail to: “c/o Mr. Joseph Peck, Christian Counselling Services, 73 Upper Paya Lebar Road, #07-02A Centro Bianco, Singapore 534818”. **Proxy Forms are to be submitted and received by 5 pm, 8th September 2020**. CCS shall be entitled to reject any Proxy Form received after this stipulated deadline or if improperly completed.

Members who submit the **Proxy Form** by the stipulated deadline will be counted for attendance and voting on the Annual General Meeting even if the member himself/herself does not attend the electronic meeting on that day, as proxy has been given.

4. Any motion for discussion or questions regarding the Agenda items of the Annual General Meeting shall be submitted by the members to the Honorary Secretary either by email or post **but no later than 5 pm, 8th September 2020** (14 days before the Meeting).

In the interest of time management, we seek members’ co-operation in sending questions relevant only to the Agenda items of the Annual General Meeting.

5. Documents to be received and confirmed at Annual General Meeting may be found in the following links:
CCS 2019 Annual Report <http://ccslink.org/wp-content/uploads/2020/08/CCS-Annual-Report-2019.pdf>
CCS 2019 Financial Statements <http://ccslink.org/wp-content/uploads/2020/08/CCS-Financial-Statement-2019.pdf>
Minutes of CCS 7th AGM <http://ccslink.org/wp-content/uploads/2020/08/Minutes-of-CCS-2019-AGM.pdf>

6. For details on how to attend the 8th Annual General Meeting by electronic means, please refer to the attached **Virtual AGM Instructions**.

7. Please contact CCS Administrative Manager June Teo by email (admin@ccslink.org) or phone (6222-1305) for any queries on participating in this Annual General Meeting.

PROXY FORM

8th Annual General Meeting of Christian Counselling Services

I, _____ holder of NRIC/Passport No (last 4 digits) _____ contactable at Phone No: _____ and Email: _____ being a member of **Christian Counselling Services (CCS)**, hereby appoint the Chairperson of the meeting, **Mr. Joseph Peck, Honorary Secretary of CCS**, as my proxy to attend, speak and vote for me and on my behalf, at the adjourned 8th Annual General Meeting of CCS to be convened and held by way of electronic means on **Tuesday, 22nd September 2020 at 7:30pm** and at any adjournment thereof in the following manner:

No	Resolutions	For	Against	Abstain
1.	To receive and adopt the 2019 Annual Report of CCS			
2.	To receive and adopt the 2019 Financial Statements of CCS			
3.	To confirm the Minutes of the Meeting for the previous CCS Annual General Meeting (7 th AGM)			
4.	To appoint Kreston David Yeung PAC as External Auditors for Financial Year 2020			

Important Notes:

- Please tick with “√” within the relevant box for each matter that will be transacted at the Annual General Meeting
- CCS shall be entitled to reject the proxy form if it is incomplete, improperly completed or illegible or where the true intentions of the appointer are not ascertainable from the instructions of the appointer specific in the proxy form.
- The completed proxy form must be deposited at CCS office at 73 Upper Paya Lebar Road #07-02A Centro Bianco Singapore 534818 c/o Mr Joseph Peck, the Honorary Secretary or emailed to admin@ccslink.org no later than **5 pm, 8th September 2020** before the holding of Annual General Meeting.
- The proxy form must be completed by the member.

Dated this [] of September, 2020

Signature of Member

Virtual AGM Instructions

CCS 8th Annual General Meeting will be conducted by electronic means through Zoom video conferencing. To join the virtual AGM meeting, you will need at least a smartphone, electronic tablet, personal computer or laptop.

Topic: CCS Virtual AGM
Date: 22 Sept 2020 (Tuesday)
Time: 7:30pm sharp

To join the Zoom Meeting, click the URL invitation link below:

<https://us02web.zoom.us/j/85468099228?pwd=S25PZytqVUNQR1d0UUxrTURVTk1GQT09>

Meeting ID: 854 6809 9228
Passcode: 220920

For any technical issues encountered on the day of AGM, please contact June Teo at 6222-1305.