



10 February 2021

Assalamu'alaikum Wr. Wb.

Dear Valued Member

NOTICE OF MCAS E-ANNUAL GENERAL MEETING, 4 APRIL 2021 AT 10AM

May you receive this email in the highest spirit of *Iman* and *Taqwa*, *Insha Allah*.

Muslim Converts' Association of Singapore (MCAS) will hold its 41st Annual General Meeting (AGM) on **Sunday, 4 April 2021 at 10.00 am** via electronic means.

In accordance with Clause 6(ix) of the Constitution, which states, "*The Annual General Meeting shall be held within three months of the close of the financial year which ends on the 31 December*", the AGM this year should be held on 28 March 2021. However, Council has approved that the 41st AGM be rescheduled to 4 April 2021 due to the following reasons:

- (1) The AGM will be held virtually this year and voting for the business transacted during the meeting must be done by proxy only, and only the Chairperson of the meeting may be appointed as proxy.
- (2) The yearly Financial Statements prepared by the Auditors may not be ready in time to allow the Members to have sufficient time to peruse the Statements and vote for its adoption on their Proxy Form.
- (3) Corporate Affairs Division requires at least 3 working days before the day of the AGM for verification of the Proxy Forms and tabulation of the results.

Kindly be informed that MCCY has informed that the applicability period of the alternative arrangements has been extended to 30 June 2021 to provide charities with greater legal certainty to plan their meetings, and the option to hold virtual meetings to minimise physical interactions, amid the continuing COVID-19 situation.

AGENDA

- (1) Confirmation of minutes of the previous AGM held on 27 September 2020
- (2) Presentation of Annual Report for the year ending 31 December 2020
- (3) Presentation of Management and Financial Statements for year ending 31 December 2020

This Notice and the following items will be made available on MCAS website at www.mcas.sg/agm by 16 March 2021 and they are best viewed with desktop version browsers:

- (1) A video presentation to assist you on the completion of the Proxy Form, general information regarding the eAGM and how to log on to the eAGM platform on the AGM day
- (2) The Agenda for MCAS 41st e-AGM
- (3) The Minutes of the MCAS 40th Annual General Meeting
- (4) Management and Financial Statements for year ending 31 December 2020
- (5) Annual Report for the year ending 31 December 2020
- (6) Proxy Form

Your attention is drawn to the voting eligibility. Only Life and Ordinary Members with valid membership are eligible to vote at the AGM. Valid membership refers to members who have renewed their membership by 15 February 2021 as provided under Clause 4(h) of the Association's Constitution which states, "Membership shall lapse at end of each calendar year unless renewed by the 15th February of the following year, failing which the member concerned shall automatically cease to be a member." If your membership has expired, please be reminded to renew it by **15 February 2021** by sending your cheque made payable to "**The Muslim Converts' Association of Singapore**" or you may come personally to MCAS's Islamic Bookshop for renewal and payment. Please do not send cash.

Considering 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 e-AGM:

- (1) A member 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 meeting by electronic means.
- (2) Any questions relating to the items in the Agenda and any other matters from the Members will be responded by the Executive Committee and Council via email to the Members. Only substantial questions will be tabled at the e-AGM for the Chairperson to read out the responses from the Executive Committee and Council. Please submit your questions to us via email to agm@mcas.sg and attention it to the Vice President of Corporate Affairs Division before **Friday, 26 March 2021 by 5pm.**
- (3) An Ordinary or Life member may only vote by appointing the Chairperson of the meeting as the member's proxy to vote at the meeting by depositing with MCAS an instrument of appointment (also known as "the Proxy Form") by the following means:
 - a. By **Post** to MCAS at 32 Onan Road Singapore 424484, **OR**
 - b. By **E-mail** to agm@mcas.sg, **OR**
 - c. By **Hand**, by dropping into the MCAS Galaxy Building mailbox located at the carpark, **OR**
 - d. By **Hand**, at the office of Corporate Affairs Division at Level 2, 32 Onan Road Singapore 424484, between 10am to 5pm on Monday to Saturday.

We will not accept any Proxy Form deposited to us other than the modes set above.

The instrument of proxy shall be in the prescribed Proxy Form which can be found at our website at www.mcas.sg/agm. **The voting in the Proxy Form is limited to the items set forth in the Agenda.** The member shall not be entitled to vote unless the instrument of proxy has been deposited with the Corporate Affairs Division, before **Tuesday, 30 March 2021 by 5pm.**

- (4) The Zoom meeting details for the 41st e-AGM:

Meeting Platform: **Zoom** at <https://zoom.us/join>

Meeting ID: **786 786 1978**

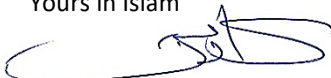
Password: **41AGM2021**

All members logging in for the 41st e-AGM will be subjected to verification before and throughout the duration of the meeting. Hence, we would require that your video camera be turned on throughout the meeting and ensure your Zoom display name is the same as in your membership card.

May Allah guide us along the righteous path and give us strength in serving His cause, *Insha Allah.*

Wassalam

Yours in Islam



ARIFF SULTAN
VICE PRESIDENT
CORPORATE AFFAIRS