

*Assalamu'alaikum Wr. Wb.*

Dear Valued Member

May you receive this letter in the highest spirit of *Iman* and *Taqwa*.

Muslim Converts' Association of Singapore (MCAS) will hold its 46<sup>th</sup> Annual General Meeting (AGM) on **Sunday, 29 March 2026 at 10.00 am** at The Galaxy, 32 Onan Road, Singapore 424484.

#### AGENDA

- (1) Welcome Address by Chairperson
- (2) Opening Speech by President
- (3) Appointment of Returning Officers for elections of Council members Year 2026-2028.
- (4) Confirmation of minutes of the previous AGM held on 15 March 2025.
- (5) Presentation of Annual Report for the year ending 31 December 2025.
- (6) Presentation of Management and Financial Statements for year ended 31 December 2025.
- (7) Election of Council members for Year 2026-2028
- (8) Appointment of External Auditor for the financial years 2026 – 2027.
- (9) Any other matters raised by Members (see paragraph below).
- (10) Announcement of the Elected Council members for Year 2026-2028.



Members with valid membership may raise any issue, question or matter to be included in the Agenda for discussion at the AGM. Please submit by email to [agm@mcas.sg](mailto:agm@mcas.sg) and address it to the Vice President of Corporate Affairs Division by 1.00 pm on Thursday, 26 February 2026.

#### DOCUMENTS FOR AGM

The Annual Report and the Management and Financial Statements for year ending 31 December 2025 will be ready by 16 March 2026. You can view or download the documents for AGM from our website address [www.mcas.sg/agm](http://www.mcas.sg/agm).

#### VOTING ELIGIBILITY

Only Life and Ordinary Members with valid memberships are eligible to vote at the AGM. The upper right-hand corner of this message displays your present membership type and status. With reference to our earlier letter to you dated 8 December 2025, valid membership refers to members who renewed their membership last year. If your membership has expired, please renew it by 15 February 2026 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 15<sup>th</sup> February of the following year, failing which the member concerned shall automatically cease to be a member.*" Kindly note that your application for renewal will be subjected to approval hence, we advise that members renew their membership early.

You can renew your membership in the following ways:

- (1) Visit [www.mcas.sg/join-us/](http://www.mcas.sg/join-us/) and complete the online membership application form and online payment of the membership fees, OR
- (2) Complete and sign the membership application form downloadable at [www.mcas.sg/join-us/](http://www.mcas.sg/join-us/) and post it together with your cheque made payable to "**Muslim Converts' Association of Singapore**". Do not send cash, OR
- (3) You may come personally to the English Islamic Bookshop located at the Association for the renewal and payment. We are open from Monday to Saturday between 9.30 am to 5.00 pm and Sunday between 9.30 am to 1.00 pm. We are closed on Public Holidays. Please refer to our website for any changes in the Bookshop operational hours.

#### INSTRUMENT OF PROXY

An Ordinary or Life member who is entitled to vote may appoint another member with valid membership to be his/her proxy. No Ordinary or Life member shall hold more than one proxy at the AGM. You may download a copy of the Instrument of Proxy at <https://mcas.sg/proxy-form-2026> or by scanning the QR code shown at the side of this paragraph. The member will not be eligible to vote unless the Instrument of Proxy signed by the Ordinary or Life Member has been deposited with the Corporate Affairs Division, by the following means:

- (1) By **Post** to MCAS at 32 Onan Road Singapore 424484, OR
- (2) By **E-mail** to [agm@mcas.sg](mailto:agm@mcas.sg), OR
- (3) By **Hand**, by dropping into the MCAS Galaxy Building mailbox located at the carpark, OR
- (4) By **Hand**, at the office of Corporate Affairs Division at Level 2, 32 Onan Road Singapore 424484, between 10 am to 5 pm on Mondays to Fridays.



**We will not accept any Proxy Form deposited to us other than the abovementioned modes.**

Please note that the Instrument of Proxy must be submitted by **Wednesday, 25 March 2026 by 5 pm**. Corporate Affairs Division requires at least 3 working days before the day of the AGM for verification of the Instrument of Proxy.

#### ELECTION OF COUNCIL FOR TERM 2026 - 2028

The Nomination Form for election of Council for the term 2026-2028 will be available from **Monday, 16 February 2026** at the Corporate Affairs Division. The Nomination Form must be submitted **IN PERSON** to the Corporate Affairs Division by **5.00 pm on Monday, 2 March 2026**. Late or incomplete Nomination Forms will not be accepted. All nominations submitted will be subjected to verification by Corporate Affairs Division.

**Collection and submission of the Nomination Form will be from 10.00 am to 5.00 pm on Monday to Saturday. No collection and submission on Sunday and Public Holidays. Members must produce their NRIC or Membership Card for verification.**

The list of candidates for election of Council members for the term 2026 - 2028 shall be displayed at the MCAS info TV on the 1<sup>st</sup> floor and website from **Tuesday, 10 March 2026**. In the event of an election taking place at the AGM, valid Ordinary and Life members may cast their votes at the designated voting stations after the announcement from the Returning Officer. The voting period is for a duration of 4 hours from the commencement of the AGM.

We greatly value your attendance and appreciate your punctuality for the upcoming AGM. Please bring along your Membership Card or NRIC for membership verification.

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

*Wassalam*

Yours in Islam

A handwritten signature in black ink, appearing to read "Aniza Anuar Acquavella".

**ANIZA ANUAR ACQUAVELLA**  
**VICE PRESIDENT**

**CORPORATE AFFAIRS**