



# Association of Employment Agencies (Singapore)

9 Jalan Kukoh #03-77 Singapore 160009  
Tel: 6836 2618 Fax: 6836 2690  
Website: <http://aeas.org.sg> Email: [aeas.org@gmail.com](mailto:aeas.org@gmail.com)

12 March 2017

**NO PROXIES ALLOWED**

To: Members

## **NOTICE OF 16TH ANNUAL GENERAL MEETING (AGM)**

Notice is hereby given that the AGM 2018/2019 of AEA(S) will be held on:

**Date : 28 March 2018 (Wednesday)**  
**Time : 2.00 – 2.25 pm (Registration)**  
**3.00 pm (Commencement of AGM)**  
**Venue : THE MARITIME HALL**  
**Seacare Building, Level 4**  
**52 Chin Swee Road**  
**Singapore 169875**

### **The business to be transacted at the Meeting is as follows:**

1. President's Address.
2. To confirm the minutes of the last Annual General Meeting held on 29 Mar 2017.
3. To receive the Annual Report of the Management Committee for 2017.
4. To receive the Financial Statements for the year ended 31 Dec 2017.
5. To appoint an External Auditor for the following year.
6. To transact any other business.

### **NOTES**

1. *Clause 12.3 (f) - Any member who wishes to place an item on the agenda of an Annual General Meeting may do so provided he gives notice to the Secretary 10 days before the meeting is held.*
2. *Clause 11.4 - Unless otherwise stated in this Constitution, voting by proxy shall not be allowed at any General Meetings.*
3. *Registration will close 5 minutes before AGM commences. Membership Card / NRIC must be presented for verification.*
4. *Payments for Membership renewal to reach the Treasurer on / before 19 March 2018 by 5.30pm to be eligible for attendance at the AGM.*
5. *Membership applications will close temporarily from 20 March 2018 – 5 April 2018.*
6. **Audited Accounts for the Financial Year ending 31 December 2017 will be made available on our AEA(S) website: [www.aeas.org.sg](http://www.aeas.org.sg) by 19 March 2018.**
7. *Refreshments will be served.*

Thank you.

**Roziah bte Mohd Noh**  
Secretary, MC 2017-2019  
AEA(S)



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### Response Slip: Notice of 16<sup>th</sup> Annual General Meeting (AGM)

I would like to attend the AGM on 28 March 2018  (please tick)

Name: \_\_\_\_\_  **Member**

Name: \_\_\_\_\_  **Supplementary Member**

Name of Agency: \_\_\_\_\_

Membership no: \_\_\_\_\_ Contact No: \_\_\_\_\_ Signature: \_\_\_\_\_

**Kindly reply via email: [aeas.org@gmail.com](mailto:aeas.org@gmail.com) or fax to 6836 2690 no later than 26 March 2018.**