

## **NOTICE OF ANNUAL GENERAL MEETING**

Notice is hereby given by the Executive Committee that the 1st Annual General Meeting of the Association of Early Childhood and Training Services, will be held on 30th April 2014 (Wednesday), 2pm at Venue- Early Childhood Development Agency, 51 Cuppage Centre #08-01 Starhub Centre Singapore 229469

The AGM's agenda items:

1. To receive the Chairman's Report on behalf of the Executive Committee for the year ended 31 December 2013;
2. To receive and, if approved, pass the Balance Sheet and Statement of Accounts of Association of Early Childhood and Training Services for the year ending 31 December 2013;
3. To appoint the external auditor for 2014 accounts
4. To transact any other business in accordance with the Society's constitution.

For members who wishes to place an item on the agenda of the AGM, please give your notice to the Honorary Secretary via [secretariat@assets.org.sg](mailto:secretariat@assets.org.sg) at least seven (7) days before the meeting is due to be held.

Dated this 7<sup>th</sup> of April 2014.

By order of the Executive Committee

Association of Early Childhood and Training Services

Mr Ismail Ibrahim

HONORARY SECRETARY

-----REPLY SLIP-----

### Attendance and Proxy Form

In accordance with Article 10.9 (A) of the Association's Constitution, each Ordinary Member of the Association of Early Childhood and Training Services shall have one vote. Votes may be given either personally or by proxy. Proxies (who shall be voting members of ASSETS) shall be appointed in writing signed by the appointer and appointee. The appointment of a proxy shall be notified to the Honorary Secretary not less than 48 hours before the meeting.

- ☐ Yes, I will be attending the AGM on 30<sup>th</sup> April 2014.
- ☐ No, I am unable to attend the AGM on 30<sup>th</sup> April 2014
- ☐ No, I am unable to attend the AGM on 30<sup>th</sup> April 2014. I will be assigning a proxy to attend the meeting on my behalf.

### Particulars of Proxy attending the meeting:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Signature: \_\_\_\_\_

Reply by:

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Tel : \_\_\_\_\_ Email: \_\_\_\_\_

Signature : \_\_\_\_\_

**Note: Please fax the Attendance and Proxy Form to 62202400 or email the scanned copies to [secretariat@assets.org.sg](mailto:secretariat@assets.org.sg).**