



CUSTOMS CREDIT CO-OPERATIVE SOCIETY (S) LTD.

35 Selegie Road #04-01, Parklane Shopping Mall, Singapore 188307
Tel: +65 6338 4890 Fax: +65 6338 4870 Email: cccsl@singnet.com.sg

Customs Credit Co-operative Society(S) Ltd

07 August 2020

Notice of the Annual General Meeting - Customs Credit Co-operative Society(S) Ltd

Dear member or delegate,

Notice is hereby given that the Annual General Meeting of the members or delegates of **Customs Credit Co-operative Society(S) Ltd** ('the Co-op') will be convened and held by way of electronic means at **10.30 am on 29 Aug 2020** to transact the following business:

No.	Proposed Resolutions
1	To consider and confirm the minutes of the last annual general meeting held on 15 th June 2019 and of any other intervening general meeting.
2	To consider and confirm the reports of the Committee of Management for the Year ended 31 st December 2019
3	To receive and if approved, pass the Society's audited financial statements for financial year ended 31 st December 2019.
4	To appoint M/S P.G. Wee Partnership LLP as the auditors of the Co-op for 2020/2021
5	To elect P. NAMASIVAYAM as a member of the Committee of Management to serve for a term of three years;
	To elect MOHAN SINGH S/O JAWAND SINGH as a member of the Committee of Management to serve for a term of three years;
	To elect CHOO TEIK CHOON as a member of the Committee of Management to serve for a term of three years;
	To elect THANABALAN S/O IYYAMALAI as a member of the Committee of Management to serve for a term of three years; and
	To elect GURMIT SINGH BAJAJ as a member of the Committee of Management to serve for a term of three years.
6	To transact any other general business (passing of resolutions) of the Co-op of which due notice has been given to members as follows:



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	i) That the 84th annual General Meeting of the Society resolves the payment of allowances of \$9,600/- per annum as allowances to the Society's Secretary, Treasurer and Assistant Treasurer which shall be at the discretion of the Board of directors.
	ii) That the 84th Annual General Meeting of the Society approves the proposed Appropriation of Profit 2019 and Estimated Expenditure for 2020/2021 which is in the 84th Annual Reports and Accounts.
	iii) That the 84th Annual General Meeting of the Society authorizes the appointment of Mr P. Loganathan as our internal auditor with an allowance of \$200/- for two visits in a Year(one visit 6 monthly)

Important Notes

- (1) Due to the current COVID-19 situation in Singapore, a member or delegate will not be able to attend the Annual General Meeting in person.
- (2) The Annual General Meeting will be convened and held by electronic means pursuant to the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Charities, Co-operative Societies and Mutual Benefit Organisations) Order 2020.
- (3) Please refer to **Annex A: Alternative Arrangements** for details of how the Annual General Meeting will be conducted, including how members or delegates may electronically access the meeting, send to the chairman of the meeting the substantial and relevant matters which they wish to raise, and cast their votes.
- (4) A member or delegate must appoint the chairman of the meeting as his/her/its proxy to attend, speak and vote on his/her/its behalf at the Annual General Meeting if such member or delegate wishes to exercise his/her/its voting rights at the Annual General Meeting. Please refer to **Annex B: Proxy Form** for information on how the chairman of the meeting may be appointed as proxy to vote.

Documents Relevant to the Annual General Meeting

The following documents to be laid or produced at the Annual General Meeting are uploaded in the Co-op's Website : **cccs.coop** :

- (a) The minutes of the last Annual General Meeting
- (b) The Co-op's annual report for financial year ended on 31 December 2019
- (c) The Co-op's audited financial statements and audit report for financial year ended on 31 December 2019
- (d) Proposed distribution of net surplus for financial year ended on 31 December 2019
- (e) Any other information relating to the proposed resolutions, e.g.:



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- Information required to be tabled or reported under the Written Direction to Credit Societies on Investments (for credit co-op only)

Personal Data Privacy

By submitting an instrument appointing the chairman of the meeting as proxy to attend, speak and vote at the Annual General Meeting and/or any adjournment thereof, a member or delegate is deemed to have consented to the collection, use and disclosure of the member's or delegate's personal data by the Co-op (or its agents or service providers) for the purposes of:

- (a) processing and administration of the member or delegate's appointment of the chairman of the meeting as proxy for the Annual General Meeting (including any adjournment thereof);
- (b) preparation and compilation of the attendance lists, minutes and other documents relating to the Annual General Meeting (including any adjournment thereof); and
- (c) compliance by the Co-op (or its agents or service providers) with any applicable laws, regulations, guidelines and/or the Co-op's by-laws.



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Annex A: Alternative Arrangements for Annual General Meeting of Customs Credit Co-operative Society(S) Ltd on 29 Aug 2020

1. **No personal attendance at the Annual General Meeting ('AGM')**: Due to the current COVID-19 situation in Singapore, members or delegates will not be able to attend the AGM in person.
2. **Participation at the AGM electronically**: Members or delegates may participate at the AGM by:
 - (a) attending or observing and listening to the AGM proceedings by electronic means;
 - (b) submitting matters that they wish to raise in advance of the AGM; and
 - (c) appointing the chairman of the meeting as proxy to attend, speak and vote on their behalf at the AGM.
3. **Steps for pre-registration, pre-submission of questions and voting at the AGM**:

Steps	Details
Pre-registration for attendance by electronic means <i>[Note: If pre-registration is required.]</i>	<p>Members or delegates must pre-register at the pre-registration website at agm.cccs@gmail.com from now till 6 pm on 21 August 2020 to enable the Co-op to verify their status as members or delegates.</p> <p>Following the verification, authenticated members or delegates will receive a confirmation email by 6 pm on 21 Aug 2020. The email will contain user ID and password details, as well as the link to access the live audio-visual webcast of the AGM proceedings.</p> <p>Members or delegates who do not receive a confirmation email by 6 pm on 25 Aug 2020, but have registered by the deadline for pre-registration should contact Secretary (P.Namasivayam) at 83881913 or E-Mail: agm.cccs@gmail.com</p>
Submit questions in advance	Members or delegates will not be able to raise matters or ask questions at the AGM live during the webcast or audio-stream.



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Steps	Details
	<p>In advance of the AGM, members or delegates should send to the chairman of the meeting the matters which they wish to raise at the meeting, in the following manner:</p> <p>(a) Via pre-registration website: Members or delegates who pre-register to observe and/or listen to the AGM proceedings may submit their questions via the pre-registration link: https://forms.gle/im5MLpGYjDC6v3UR6 or E-Mail at agm.cccs@gmail.com</p> <p>By email: Questions may be emailed to: agm.cccs@gmail.com.</p> <p>(b) By post: Questions may be sent by post to Secretary, Customs Credit Co-operative Society(S) Ltd, 35 Selegie Road, #04-01 Parklane Shopping Mall, Singapore 188307.</p> <p>Deadline to submit questions: All questions must be submitted by 6 pm on 25 Aug 2020.</p> <p>Addressing questions: All substantial and relevant matters raised before the deadline will be addressed by the Committee of Management prior to, or at, the AGM.</p> <p>The Committee of Management will endeavour to address all substantial and relevant matters raised by members or delegates during the AGM through live audio-visual webcast and live audio-only stream. However, as there may not be sufficient time to address all such matters raised during the AGM itself, responses to those questions which could not be addressed during the AGM will be published on the Co-op's website prior to the AGM.</p>
Submit proxy forms to vote	Appointment of chairman of the meeting as proxy: Members or delegates who wish to vote on the resolutions to be tabled at the AGM must appoint the chairman of the meeting as their proxy to attend, speak and vote on their behalf at the AGM, by depositing with the Co-op an instrument of appointment ('proxy



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Steps	Details
	<p>form'). Detailed instructions may be found in the proxy form (Annex B).</p> <p>Specific voting instructions to be given: Where members or delegates appoint the chairman of the meeting as their proxy, they must give specific instructions as to voting, or abstentions from voting, in respect of each resolution in the proxy form, failing which the appointment of the chairman of the meeting as proxy for that resolution will be treated as invalid.</p> <p>Submission of proxy forms: Proxy forms must be submitted by post or by email: agm.cccs@gmail.com and must reach the Co-op by 6 pm on 25 Aug 2020.</p>

4. **The AGM will be held at 10.30 am on 29 August 2020.** Members or delegates may electronically access the meeting by:
 - **Clicking on the link in the confirmation email and entering the user ID and password to access the live audio-visual webcast of the AGM proceedings**