

75TH ANNUAL GENERAL MEETING OF THE SINGAPORE KHALSA ASSOCIATION

IMPORTANT NOTES

ANNUAL GENERAL MEETING

1. In consideration of the current COVID-19 restrictions and guidelines, the following measures and arrangements will be adopted for SKA's AGM:
 - i. The AGM will be limited to a maximum of 100 persons on a first-come first-served basis. This is in view of the seating capacity at the hall in SKA under the current situation.
 - ii. Members will need to pre-register for the AGM. To register, please contact the SKA Office at admin2@singaporekhalsa.org.sg or 62981230/2986206. Registration shall close when 100 members have registered for the AGM. Walk-in members will not be allowed to attend the AGM.
 - iii. Only vaccinated members will be allowed to attend the AGM in person. The second vaccination should have been taken 14 days prior to the AGM.
 - iv. Members will need to show proof of their vaccination status on the day of the AGM. Those who do not meet the criteria set out in Item 1iii will not be allowed to attend the AGM.
 - v. Members who are medically exempted from taking the vaccination will need to produce evidence in this regard. If they are not able to do so, they will not be allowed to attend the AGM.
2. Once the AGM is called to order, all members are requested to cooperate with the Chairperson of the AGM to help him conduct the proceedings in a professional and orderly manner.
3. There will strictly no unauthorised recording of the AGM proceedings.

SAFE ENTRY AND SAFE DISTANCING MEASURES

4. All members attending the AGM must be socially responsible as well as adhere strictly to safe management measures when they are at the Association's premises. All members must also follow the instructions from Safe Distancing Ambassadors and SKA's officials.
5. The following highlight the key actions that members are required to comply with:

Wearing of Face Masks

- Masks must be always worn properly.
- Masks cannot be removed for the purpose of talking to others or taking photographs.
- Misplacing or forgetting one's mask is not a reasonable excuse for not wearing a mask at the Association. To avoid this, members are encouraged to carry spare face masks.

Queuing and Registration

- Members are to adhere to safe distancing measures such as standing in a queue or at a table to register for the AGM.

Conduct during the AGM

- Members are requested to remain seated throughout the AGM.
- When standing to ask a question, members should not remove their masks. Once they have asked their question, they are requested to return to their seats.
- Members are to keep their questions brief and concise.

Interactions among Members

- A safe distance of at least one (1) metre must be maintained with members during interactions.
- Any interactions with members should be transient (that is, short duration of no more than two [2] minutes).
- Avoid physical contact with members, that is, refrain from shaking hands or greetings where there is physical contact.
- Advise members interacting with one another to adhere to safe management measures for their safety.
- Members should ensure that there is no crowding and/or clustering of individuals.

SKA's Premises

- When entering any facilities in SKA, members are to comply with the safe management measures in place at the premises, for example, checking in via SafeEntry, maximum capacity limits, etc.

OTHER NOTES

6. As there are limited parking lots at SKA, members are advised to park their cars at nearby public and private parking lots during the AGM. Alternatively, they may wish to use public transport for their visit to SKA to attend the AGM.
7. Should there be any queries on the AGM, please feel free to contact the following:

The General Office
Singapore Khalsa Association
Tel: 62981230 / 62986206
Email: admin2@singaporekhalsa.org.sg

Thank you for your cooperation. We look forward to your participation in the AGM.

Management Committee
Singapore Khalsa Association