

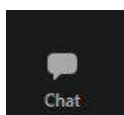
## 75<sup>TH</sup> ANNUAL GENERAL MEETING OF THE SINGAPORE KHALSA ASSOCIATION ON-LINE PARTICIPATION STANDING ORDERS AND IMPORTANT NOTES

### REGISTRATION AND ATTENDANCE

1. Members participating in the AGM through the on-line platform are required to register via <https://bit.ly/SKA75AGM>. Registration is mandatory and will close at 12.30pm (sharp) on 25 September 2021.
2. Registration will be operational with effect from 19 September 2021. Members are requested to register early so that the necessary verification can be conducted by the SKA staff.
3. Members should only register either for attendance in person or on-line; and not both. Members who have registered and are confirmed for in person attendance may opt for attendance via on-line. They should inform the SKA Office ([admin2@singaporekhalsa.org.sg](mailto:admin2@singaporekhalsa.org.sg) or 62981230/2986206) of their decision so that their place can be offered to those on the reserved list.
4. Members registering for the on-line participation are to note the following:
  - i. Ensure their email address, SKA membership number and identification number are entered correctly.
  - ii. The SKA administration team will review and verify each registration and reply via email to the registered email address with the meeting link.
  - iii. Incorrect registrations will require an alternate email address for registration. Kindly ensure your registration is correct the first time.
5. Following their registration, members will receive a confirmation with the Zoom details from the SKA Office on participation in the AGM.

### CONDUCT OF THE AGM

6. The on-line AGM will be held using a webcast set up on a third-party platform.
7. The AGM will commence once the quorum is met. The quorum will be determined by those who are present in person at the AGM and those attending the meeting on-line.
8. 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.
9. There will strictly be no unauthorised recording of the AGM proceedings.
10. Questions and comments from in person and on-line attendees will strictly follow the Agenda. On-line attendees may raise questions and/or make comments via the Chat option on their screens. These questions and/or comments will then be broadcast to the members attending the AGM in person before being addressed by the relevant Management Committee member(s).



Chat Option Icon in the Zoom Application

11. Should there be any items on the Agenda that require a vote, confirmation and/or adoption by the attendees, this will be done in person by raising the hand or by using the 'Raise Hand' button in the Zoom application for on-line attendees. Please note that one minute will be allocated for on-line attendees to vote to ensure that all broadcast delays are accounted for.



Chat Option Icon in Zoom Application

12. On-line attendees should only use the 'Raise Hand' button to vote, confirm and/or adopt an item when requested by the Chairperson of the meeting.
13. In pursuant to the relevant orders under the COVID-19 measures, the AGM will be kept to the minimum necessary duration.
14. The Chairperson may exercise his right to move ahead with the items in the Agenda if he so deems that sufficient time and opportunity have been provided to the members to discuss and/or deliberate these items. In such instance, he may choose to call for a vote of the members.

#### GENERAL NOTES

15. 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](mailto:admin2@singaporekhalsa.org.sg)

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

**Management Committee**  
**Singapore Khalsa Association**