

RIBA Singapore Chapter

2 Havelock Road, #06-05
The Hall at Havelock II
Singapore 059763

11 November 2022

Notice of the Extraordinary General Meeting of RIBA Singapore Chapter

To all members,

Notice is hereby given that the upcoming Extraordinary General Meeting (the “EGM”) of the members of RIBA Singapore Chapter (the “Chapter”) will be held by way of electronic means via Microsoft Teams (the invitation link will be sent to all the members before the date of EGM) on 2 December 2022, 7.30pm to transact the following business:

As Special Business

Proposed Resolutions

To consider and if deem fit to pass the following resolutions:

1. To consider and approve the minutes of the last Annual General Meeting
2. To consider and approve the General Statement by Management Committee from 1 April 2022 to 2 December 2022
3. To consider and approve the Financial Statement from 1 April 2022 to 31 October 2022 by the Management Committee (with provision of financial statement up to December)
4. To consider and approve the dissolution of RIBA Singapore Chapter to take effect on 15 December 2022.
5. To consider and approve the termination of the License Agreement dated 6th June 2018 entered between the RIBA and RIBA Singapore Chapter with effect from 15 December 2022.
6. To authorise the Committee to:

- (a) pay Malkin & Maxwell LLP S\$5040/= being legal fees for advice and assistance in preparing for the EGM, dissolution of the society and submission to the Registry of Societies;
 - (b) appoint new auditors at the EGM
 - (c) conduct a final audit;
 - (d) close the bank account for RIBA Singapore; and
 - (e) transfer all remaining funds and assets (after paying all AGM expenses and final audit expenses as aforesaid) to Royal Institute of British Architects' (RIBA) – Registered Charity No: 210566; and
7. Any other business.

Attached are:

- The agenda for the EGM
- The minutes of the last Annual General Meeting
- General Statement by the Management Committee from March 2022 to 2 December 2022
- Financial Statement from 1 April 2022 to 31 October 2022 by the Management Committee (including provisions for projected expenditure up to date of dissolution, 15 Dec).
- Particulars of the electronic means by which the meeting will be conducted and how members may participate in/ access the meeting (including pre-registration requirements, if any), and other administrative details
- Proxy form

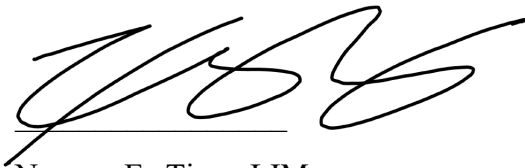
Important Notes:

As the meeting will be conducted via electronic means, the following arrangements will be adopted for the EGM:

- (a) A member can attend the EGM by observing and listening to the proceedings of the meeting by electronic means.
- (b) A member may submit questions to the Chapter via post or email or such other electronic means as the Society considers appropriate. The questions must reach the society at least 5 days prior to the EGM.

- (c) A member may cast his/her votes on the proposed resolutions by a show of hands (at the virtual meeting via Microsoft Teams)
- (d) A member may vote by appointing the chairman of the meeting or any person (other than the chairman) as the member's proxy to vote at the meeting by depositing with the Society an instrument of appointment (also known as the "proxy form") by post to 2 Havelock Road, #06-05, The Hall at Havelock II, Singapore 059763, or by electronical mail to eric@malkin-maxwell.com. **The completed proxy form must reach the Society at least 5 hours before the time for holding the Extraordinary General Meeting.** A copy of the proxy form is attached. In appointing the chairman of the meeting or any person (other than the chairman) as a proxy, a member must give specific instructions with regards to voting, or abstentions from voting, in the form of proxy, failing which the appointment may be treated as invalid.

Yours Faithfully



Name: Ee Tiong LIM

Designation: Chairperson, RIBA Singapore Chapter



Name: Ronald C. T. LIM

Designation: Honorary Secretary, RIBA Singapore Chapter