



12th July 2021

Dear Valued Members

SECUREGUARD SECURITY SERVICES CO-OPERATIVE LIMITED
22nd ANNUAL GENERAL MEETING BY ELECTRONIC MEANS – FRIDAY, 30TH JULY 2021

1. In light of the safety measures for the COVID-19 situation, we wish to inform that the 22nd Annual General Meeting (AGM) of SecureGuard Security Services Co-operative Limited will be convened and held by way of electronic means, i.e. **virtual AGM** on Friday, **30th July 2021** at **6.30 p.m.**
2. Please find enclosed herewith the following documents:
 - i. The Notice of AGM & Agenda
 - ii. 22nd AGM Standing Orders
 - iii. Annual Report for the year ended 2020
 - a. 21st AGM Minutes of Meeting
 - b. Activities of SecureGuard for the year 2020
 - c. Audited Financial Statements for financial year ended 31 December 2020
 - d. Estimates of Expenditure for 2021
 - iv. Proxy Form
 - v. Document on Resolutions (if any)

Members will also be able to access the above documents on SecureGuard's website at www.secureguard.sg.

3.
 - i. Adhering to the guidelines issued by the Registry of Co-operative Societies on Alternate Arrangements for the Conduct of Meetings for Co-operative Societies, a member is deemed to be present at a meeting if the member has appointed the Chairman of the meeting as the member's proxy to attend, speak and vote at the meeting. If you wish to appoint the Chairman of the AGM as your proxy to attend, speak and vote at the AGM, you are kindly required to complete a **Proxy Form** and submit to us in person at SecureGuard's Office or by email, no later than **12 Noon on 26th July 2021**.
 - ii. Members who wish to obtain information on and/or participate in the AGM are required to visit SecureGuard's website for more details. Members will be able to obtain the following documents from 13th July 2021.
 - 21st AGM Minutes of Meeting
 - Annual Report for the year ended 2020
 - **Proxy Form** for appointing the Chairman of the AGM to vote on his/her behalf is enclosed to all members and is available on SecureGuard's website.
 - Documents on Resolutions (if any)

SecureGuard Security Services Co-operative Ltd
LTC Building D, 16 Arumugam Rd, #02-03, Singapore 409961
Tel 62961601 Fax 67341977
Grade "A"



4. In accordance with the COVID -19 (TEMPORARY MEASURES) ACT 2020, Alternative Arrangements for Meetings of Co-operatives Society (Second Schedule), members may only attend a meeting by observing and listening to the proceedings of the meeting by electronic means, if access to both an audio broadcast and audio-visual broadcast is provided to the member.
5. Additionally, members should submit any substantial and relevant matters or questions they have on the Agenda by sending their questions by email to the Board of Directors to address them accordingly. Please send any substantial and relevant matters or questions on the Agenda by **12 Noon on 26th July 2021** to the email address stated in **item 6(ii) below**.
6. Members are to take note of the below stated addresses to submit completed **Proxy Form** by **12 Noon on 26th July 2021**.
 - (i) Address : SecureGuard Security Services Co-operative Limited
16 Arumugam Rd, LTC Building D, #02-03
Singapore 409961
 - (ii) Email Address : 22AGM@SECUREGUARD.SG

ATTENDING THE 22nd AGM BY ELECTRONIC MEANS

7. Members will receive a Webex Meeting Invite by email on or before **26th July 2021** to join the 22nd AGM. Members who have not received the email by **12 Noon on 26th July 2021** are to contact our hotline 69882779 or email to 22AGM@secureguard.sg.

SPECIAL ALLOWANCE

8. As this AGM is conducted by way of electronic means, a Special Allowance of **\$50.00** will only be given to ALL Members who submit the completed **Proxy Forms** by **12 Noon on 26th July 2021**.

No other allowances (including transport allowance) will be payable for this year being a virtual AGM.

9. Due to the current COVID-19 situation, all documents on SecureGuard's AGM will be sent via email and also be available online on SecureGuard's website.

Thank you.

Yours faithfully,

M. Lukshumayah
Secretary