



Proxy Form¹ for 22nd Annual General Meeting of SecureGuard Security Services Co-operative Limited on 30th July 2021 at 6.30p.m.

I, _____ *[name of member]*, NRIC No. _____ of _____

[address] being a member or delegate of SecureGuard Security Services Co-operative Limited (“the Co-operative”) hereby appoint the **Chairman** of the meeting, Mr. Shareef Bin Abdul Jaffar, Chairman of SecureGuard Security Services Co-operative Limited, as my proxy to attend, speak and vote for me and on my behalf, at the 22nd Annual General Meeting of the Co-operative, to be convened and held by way of electronic means on Friday, 30th July 2021 at 6.30 p.m. and at any adjournment thereof in the following manner:

No.	Business to be Transacted	For	Against	Abstain
1	To confirm the minutes of the 21 st Annual General Meeting held on 24 th August 2020.			
2	To receive and adopt the Annual Report for the year ended 2020.			
3	To receive and adopt the Auditor’s Report and Statement of Accounts for the Financial Year ended 2020.			
4	To approve and authorize the payment of dividends to the Members of the Co-operative at a dividend rate of 10% for the financial year ending 31 December 2020.			
5	To approve the payment of Honorarium for members of the Board of Directors who are not in receipt of allowances.			
6	To approve the Estimates of Expenditure for the year 2021.			
7	To give the mandate to the Board of Directors to appoint the Internal Auditors for the year 2021 if the need arises.			

¹ Instrument of appointment under the Second Schedule of the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Charities, Co-operative Societies and Mutual Benefit Organisations) Order 2020.

No.	Business to be Transacted	For	Against	Abstain
8	To appoint Stamford Assurance PAC Chartered Accountants and Public Accounts or other External Auditors approved by the Registry of Co-operative to be the External Auditors for the year 2021.			
9	Resolution To consider and approve the amendments to the By Laws of the Co-operative as per Appendix 1.			
10	To consider any other business of which at least three (3) days' notice is given in writing to the Secretary. <i>Please send in writing any resolutions and any matter to be considered under any other business as per Items 9 & 10 on the Agenda to be received by the Secretary by 12 Noon on 26th July 2021.</i>			

- If you wish the chairman of the meeting as your proxy to cast all your votes **For** or **Against** a resolution, please tick with “√” in the **For** or **Against** box in respect of that resolution.
- If you wish the chairman of the meeting as your proxy to **Abstain** from voting on a resolution, please tick with “√” in the **Abstain** box in respect of that resolution.
- **In the absence of specific directions in respect of a resolution, the appointment of the chairman of the meeting as your proxy for that resolution will be treated as invalid.**

Dated this _____ day of July 2021

Signature of Member

Important Notes:

- (1) 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.
- (2) **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. 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.**
- (3) By submitting this proxy form, the member or delegate accepts and agrees to the personal data privacy terms set out herewith with this document.
- (4) Where a member or delegate appoints the chairman of the meeting as his/her/its proxy, he/she/it must give specific instructions as to voting, or abstentions from voting, in respect of a resolution in the form of proxy, failing which the appointment of the chairman of the meeting as proxy for that resolution will be treated as invalid.
- (5) The Proxy Form (**only Pages 1-2**) appointing the chairman of the meeting **must be deposited with the Co-op** in the following manner:
 - (a) if submitted by in person, be lodged with Secureguard Security Services Co-operative Ltd at 16 Arumugam Rd, LTC Building D, #02-03 Singapore 409961 or
 - (b) if submitted electronically, email to the Secretary at: **22AGM@secureguard.sg**in either case, **by 12 Noon on 26th July 2021, before the Annual General Meeting.**
- (6) A member or delegate who wishes to submit an instrument of proxy must first download, complete and sign the proxy form, before scanning and sending it by email to the email address provided above.
- (7) **In view of the current Covid-19 situation and the related safe distancing measures which may make it difficult for members or delegates to submit completed proxy forms by post, members or delegates are strongly encouraged to submit completed proxy forms electronically via email.**
- (8) The Co-op shall be entitled to reject the instrument appointing the chairman of the meeting as proxy if it is incomplete, improperly completed, or illegible or where the true intentions of the appointer are not ascertainable from the instructions of the appointer specified in the instrument appointing the chairman of the meeting as proxy.

Explanatory Notes on Business Transaction

1. **Business Transaction 1** - Please refer to Annual Report for the 21st AGM minutes held on 24th August 2020 posted at SecureGuard website at www.secureguard.sg.
2. **Business Transaction 2** - Please refer to Annual Report for the year ended 2020 posted on SecureGuard website at www.secureguard.sg.
3. **Business Transaction 3** - Please refer to Annual Report for the Auditor's Report and Statement of Accounts for the Financial Year ended 2020 posted on SecureGuard website at www.secureguard.sg.
4. **Business Transaction 4** – To approve the proposed dividend payment of 10% for the year 2020.
5. **Business Transaction 5** – To approve the payment of Honorarium for members of the Board of Directors who are not in receipt of allowances as stated in the Annual Report for the year 2020.
6. **Business Transaction 6** – Please refer to the Annual Report for the year ended 2020 for the Estimates of Expenditures for 2021.
7. **Business Transaction 7** – To give mandate to the Board of Directors to appoint the Internal Auditors for the year 2021 if the need arises.
8. **Business Transaction 8** – To approve the appointment of Stamford Assurance PAC Chartered Accountants and Public Accounts or other External Auditors approved by the Registry of Co-operative to be the External Auditors for the year 2021.
9. **Business Transaction 9** – To consider and approve the amendments to By Laws of the Co-operative as per Appendix 1.
10. **Business Transaction 10** – To approve any other business of which at least three days' notice is given in writing to the Secretary of SecureGuard Security Services Co-operative Ltd.



PERSONAL DATA PRIVACY TERMS

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 is deemed to have consented to the collection, use and disclosure of the member's personal data by the Co-operative for the purposes of:

- a) Processing and administration of the member'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-operative with any applicable laws, regulations, guidelines and/or the Co-operative's by-laws.