

## NOTICE OF ANNUAL GENERAL MEETING

YAYASAN MENDAKI (The "Company")  
(Registration No. 198902633C)



Wisma MENDAKI  
51 Kee Sun Ave S457056  
65 6245 5555  
[www.mendaki.org.sg](http://www.mendaki.org.sg)  
[mendaki@mendaki.org.sg](mailto:mendaki@mendaki.org.sg)  
[www.facebook.com/MENDAKISG](https://www.facebook.com/MENDAKISG)

NOTICE IS HEREBY GIVEN that the 32nd Annual General Meeting of the Company will be held by way of video conference via [Join Microsoft Teams Meeting](#) on Saturday, 12 June 2021 at 10.00 a.m. to pass the following resolutions and to transact any other business due notice of which shall have been received:

### AGENDA

1. To receive and adopt the Audited Accounts and the Reports of the Directors and Auditors for the financial year ended 31st December 2020.
2. To re-appoint Messrs KPMG as auditors and authorise the Directors to determine their fee.
3. To elect Directors/ re-elect Directors to the Board.

BY ORDER OF THE BOARD

Muhamad Nizar Mustafa  
Company Secretary

Singapore  
21 May 2021

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## Important Notes:

In light of the COVID-19 situation and pursuant to the relevant order under the COVID-19 (Temporary Measures) Act 2020, the following arrangements will be adopted for the Annual General Meeting:

- (a) A member will not be able to attend the Annual General Meeting in person. A member may only attend the Annual General Meeting by observing and listening to the proceedings of the meeting by electronic means. Details of the electronic meeting (including instructions to participate in the electronic meeting) are attached in **Annex A**;
- (b) A member may submit questions to the Company via post or email. The questions must reach the Company by **1<sup>st</sup> June 2021 at 10.00am**;
- (c) All substantial and relevant questions will be addressed by the Board and/or management prior to, or at the Annual General Meeting. Questions that concern a matter that will be put to a vote will be addressed by the Board and/or management before the closing date for the lodgement of proxy forms (being by 10.00am on **10<sup>th</sup> June 2021**);
- (d) A member may only vote by electronic means on the day of AGM (12<sup>th</sup> June 2021) or by appointing a proxy of the meeting as the member's proxy to vote at the meeting by depositing with the Company an instrument of appointment (also known as "the proxy form") by post to 51 Kee Sun Avenue Singapore 457056 or by electronic mail to YMCS@mendaki.org.sg. The completed proxy form must reach the Company by 10:00am on **10<sup>th</sup> June 2021**. A copy of the proxy form is attached in the email. In appointing 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.

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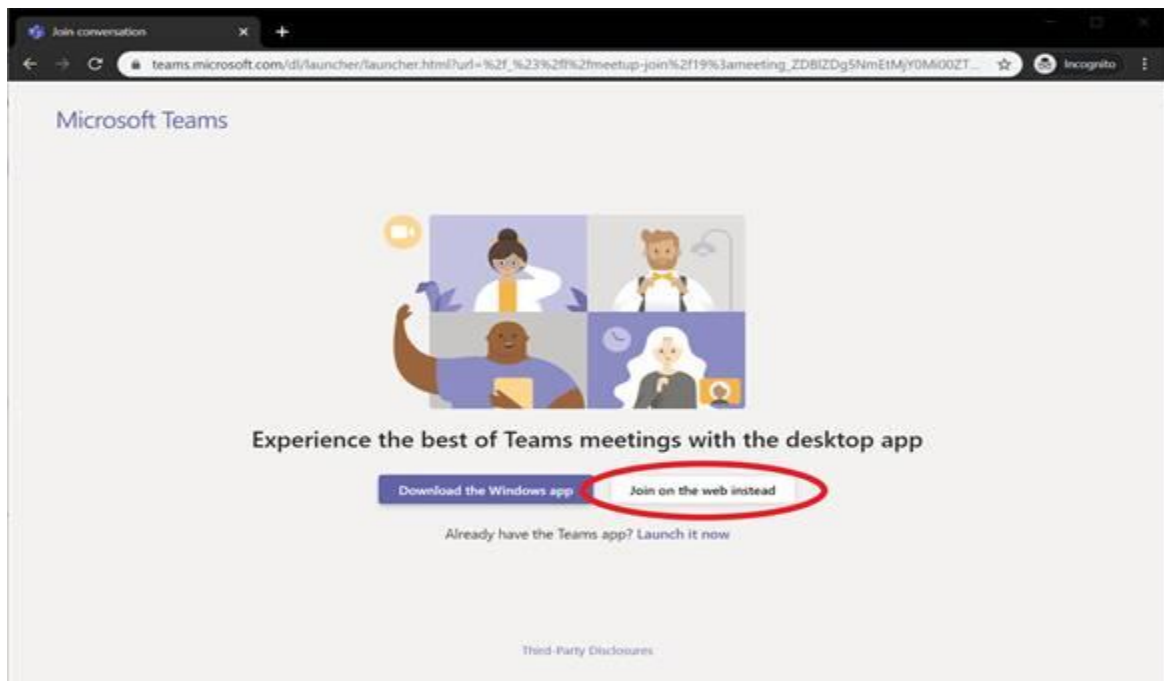
## Annex A

1. You may click on the “Join Microsoft Teams Meeting” link below to join us. As we are expecting more than 40 guests, you may join the meeting room at 9.30am to allow us to begin promptly at 10.00am on 12<sup>th</sup> June 2021.

### [Join Microsoft Teams Meeting](#)

[Learn more about Teams](#) | [Meeting options](#)

2. For participants without Microsoft Teams application, you may click on the “Join on The Web instead” icon as per the image below.



3. In the event you encounter technical issues, you may contact us at 8891 3716 (Ms Hidayah)/ 8922 1805 (Ms Zubaidah)/ 8780 1620 (Ms Saffiah).
4. We will be sending you a separate invite for the online training for e-voting which will be held on 3<sup>rd</sup> June 2021 at 3.00pm or 4<sup>th</sup> June 2021 at 3.00pm.