

NOTICE OF ANNUAL GENERAL MEETING 2024

HARVARD UNIVERSITY ASSOCIATION OF ALUMNI IN SINGAPORE A/K/A HARVARD CLUB OF SINGAPORE

(Registered in the Republic of Singapore)
UEN No. T15SS0208H

To: All members of Harvard University Association of Alumni in Singapore

NOTICE IS HEREBY GIVEN that the 8th Annual General Meeting (“**AGM**”) of the members of Harvard University Association of Alumni in Singapore, operating under the name “Harvard Club of Singapore” (“**HUAAS**” or the “**Club**”), will be held at The Singapore Island Country Club (SICC) Ballroom, 180 Island Club Road, Singapore 578772 on Tuesday, 26 March 2024 at 6:15 pm (Singapore time) to transact the following business:

Resolution No.	Ordinary Business
Resolution 1	To receive and adopt the accounts and annual report of the Executive Committee for the year ended 31 December 2023 and the report of the Honorary Auditors thereon.
Resolution 2	To ratify the appointment of Daniel Chen as the Honorary Auditor of the Club in respect of the accounts for the year ended 31 December 2023.
Resolution 3	To ratify the appointment of Toronata Tambun as the Honorary Auditor of the Club in respect of the accounts for the year ended 31 December 2023.
Resolution 4	To re-appoint Toronata Tambun as the Honorary Auditor of the Club in respect of the accounts for the financial year ending 31 December 2024.
Resolution 5	To receive and adopt the annual report that the Club will submit to the Harvard Alumni Association in respect of the Club’s membership, dues, governance, events and programmes for the year end 31 December 2023.

By Order of the Management Committee

Shayyan Qaiser
Secretary
Harvard Club of Singapore

12 March 2024
Singapore

Important Notes:

- (1) *The AGM will be held, in a wholly physical format, at The Singapore Island Country Club (SICC) Ballroom, 180 Island Club Road, Singapore 578772 on 26 March 2024 at 6:15 pm. Members, including duly appointed proxies, will be able to ask questions and vote at the AGM by attending the AGM in person. **There will be no option for members to participate virtually.***
- (2) *This Notice will be sent via electronic mail to members to the addresses supplied by members and maintained in the Club's electronic register of members. No printed copies of this Notice will be made available. This Notice will also be published on the Club's website at the URL <https://harvard.sg/>.*
- (3) *Members are allowed to appoint one proxy to attend, speak and vote at the AGM. A member who wishes to appoint a proxy must complete the instrument appointing a proxy before submitting it in the manner set out below. The instrument of proxy may be downloaded from the Club's website at the URL <https://harvard.sg/>.*
- (4) *The instrument appointing a proxy must be submitted to the Club electronically via email to the Secretary at secretary@harvard.sg and must be received by 6:15 pm on 23 March 2024, being 72 hours before the time appointed for holding the AGM.*
- (5) *If you wish to place an item on the agenda of the AGM, please email your request to secretary@harvard.sg before 5 pm on 19 March 2024.*

Personal data privacy:

By submitting an instrument appointing a proxy to attend, speak and vote at the AGM and/or any adjournment thereof, a member of the Club (i) consents to the collection, use and disclosure of the member's personal data by the Club for the purpose of the processing, administration and analysis by the Club of proxies appointed for the AGM (including any adjournment thereof) and the preparation and compilation of the attendance lists, minutes and other documents relating to the AGM (including any adjournment thereof), and in order for the Club to comply with any applicable laws, rules, regulations and/or guidelines (collectively, the "**Purposes**"); (ii) warrants that where the member discloses the personal data of the member's proxy to the Club, the member has obtained the prior consent of such proxy for the collection, use and disclosure by the Club of the personal data of such proxy for the Purposes; (iii) agrees to provide the Club with written evidence of such prior consent upon reasonable request; and (iv) agrees to indemnify the Club in respect of any penalties, liabilities, claims, demands, losses and damages as a result of the member's breach of warranty.