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ਐਸਟਰੇਲੀਅਨ ਸਿੱਖ ਐਸੋਸੀਏਸ਼ਨ
Australian Sikh Association

Gurdwara Sahib Glenwood, Sydney

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Date: 30 October 2023
Reference: ASA/23/10/1A8

ANNUAL GENERAL MEETING OF THE AUSTRALIAN SIKH ASSOCIATION LIMITED

Dear ASA Member/s

Notice is hereby given that the annual general meeting (AGM) of The Australian Sikh Association Limited (ASA) as per Clause 9.6 (and 10.5) of the ASA Constitution will be held as follows:

AGM Date: Sunday, 26 November 2023
Time: 1:30 PM
Venue: Gurdwara Sahib, 4-18 Meurants Ln, Glenwood, NSW 2768
Invited: Members (Life, Patron & Chief Patron Members) of the ASA

Agenda:

1. Apologies
2. To confirm draft minutes of the AGM held on 02 April 2023 and matters arising
3. To receive and consider 30 June 2023 Financial Report of the ASA, ABN 96 150 419 027 and Auditor's Report
4. To receive and consider 30 June 2023 Financial Report of the ASA Charitable Trust, ABN 84 164 885 276 and Auditor's Report
5. To approve the proposed Budget for year 2024
6. To appoint the auditor of the Company
7. To consider proposed resolutions/special resolutions
8. ASA Chairperson and Director's Report
9. Returning Officer's Report & Results of the Elections held on 19 November 2023.

Note: The quorum of minimum two hundred (200) members must be present in person. A member attending both as a member and proxy shall only be counted once in determining the quorum.

Proxy: Clause 9.7.7A of the ASA constitution stipulates "*Subject to Clause 9.7.7B, a Member may appoint a person as the Member's proxy to attend and vote for the Member at the meeting, if such Member:*

- a) resides outside Greater Sydney on the date of the relevant meeting, or
- b) resides in Greater Sydney, and on the date of the relevant meeting, he or she will be:
 - i) absent from Greater Sydney; or
 - ii) hospitalised on the date of the relevant meeting."

Proxy form duly signed by Company Secretary and Returning Officer is being sent to members residing outside Greater Sydney. Any member residing in Greater Sydney who would like to appoint a proxy as per clause 9.7.7A (b) may obtain a proxy form at the ASA office or download using a link provided (*ASA proxy Form 2023.pdf*). Proxy submitted on any other form will be invalid. The details/documents required for the proxy are listed on the proxy form. Proxies given in duplicate will be rejected. Please note:

Clause 9.7.8 "A Member shall not be entitled to hold more than two (2) proxy votes."

Clause 9.7.9 “A proxy does not have the authority to speak or vote for a Member at a meeting while the Member who appointed the proxy is at the meeting.”

The proxy form and all other documents required under this clause 9.7.7B should be received by the Company Secretary at least forty-eight (48) hours before the AGM Day, (by no later than 1:30 PM on 24 November 2023). Proxy forms submitted for the ASA election by 16 November 2023 and correctly completed shall also be valid for the AGM.

Photo ID: Please note that a photo ID (Australian Driver's License/Passport or other photo ID issued by Australian authorities) is required for identification purposes.

Voting right of ASA members as per:

Clause 8.7.4 “A member shall be entitled to attend and at any general meeting of the Company only if he/she has been a duly registered Member for at least ten (10) calendar months prior to the date when the meeting is held.”

Attached with this letter for members consideration:

1. Marked Proxy form (to members residing outside Greater Sydney)
2. Notice of the Election of Directors of the ASA

Uploaded on the ASA website (refer below for how to access Election/AGM information):

1. Notice of AGM of the ASA (this document)
2. Draft minutes of the AGM held on 02 April 2023
3. 30 June 2023 Financial Report of the ASA Ltd, ABN 96 150 419 027
4. 30 June 2023 Financial Report of the ASA Charitable Trust, ABN 84 164 885 276 and auditor's report
5. Proposed Budget for year 2024
6. Proposed resolutions/special resolutions
7. ASA Chairperson and directors report
8. ASA Proxy Form 2023
9. Election of Directors information (list of valid candidates and suitability statements).

The Board is requesting members to submit any questions related to the Election and AGM via email to agm2023@asaltd.org.au or by post to **PO Box 843, Kings Langley NSW 2147**. Members asking questions, must include the ASA membership number, Full name, address and certified copy of photo/address ID for verification. Questions will be responded to by the relevant portfolio director through the Company Secretary.

Refer the ASA constitution for further details. You may download a copy from the ASA website <https://www.asaltd.org.au/management-committee> by selecting the **ASA Constitution**.

How to access Election/AGM information

Option 1: Go to <https://www.asaltd.org.au/elections>

Option 2: Scan QR code

Albel SFS

Dr. Albel Singh Kang
Company Secretary
Australian Sikh Association Ltd

