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ਐਸਟਰੇਲੀਅਨ ਸਿੱਖ ਐਸੋਸੀਏਸ਼ਨ
Australian Sikh Association

Gurdwara Sahib Glenwood, Sydney

OFFICE 2-18 Meurants Lane, Glenwood
NSW 2768 Australia
PO BOX 843 Kings Langley NSW 2147
TEL (02) 9622 6994
EMAIL info@asaltd.org.au

ANNUAL GENERAL MEETING OF THE AUSTRALIAN SIKH ASSOCIATION LTD (ASA)

Dear ASA Member(s)

Due to the extraordinary circumstances presented by the COVID-19 pandemic and COVID restrictions imposed by NSW government and for continued safety of our community, there has been delays in organising the Annual General Meeting (AGM).

Notice is hereby given that the AGM as per Clause 9.6 (and 10.5) of the ASA Constitution is proposed to be held as follows:

Invited: Members (Life, Patron & Chief Patron Members) of the ASA Ltd.

AGM Date: Sunday, 20-Feb-2022 Time: 1:30 PM

Venue: Gurdwara Sahib, 4-18 Meurants Lane, Glenwood, NSW 2768

Agenda:

1. Apologies
2. To confirm draft minutes of the AGM held on 11-Apr-2021 and matters arising
3. To receive and consider 30-June-2021 Financial Report of the ASA Ltd, ABN 96 150 419 027 and auditor's report
4. To receive and consider 30-June-2021 Financial Reports of the ASA Charitable Trust, ABN 84 164 885 276 and auditor's report
5. To approve the proposed Budget for year 2022
6. To appoint the auditor of the Company
7. To consider proposed resolutions/special resolutions (to be considered only if AGM is held in person)
8. ASA Chairperson and directors' reports
9. Returning Officer's Report & Results of the Elections held on 12-Feb-2022

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 as 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 from the ASA office or download using a link provided ([ASA Proxy Form 2022.pdf](#)). Proxy submitted on any other form will be cancelled. 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. (By no later than 1:30 PM on 18-Feb-2022). Proxy forms submitted for the ASA election by 9-Feb-2022 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 purpose.

Voting right of ASA members as per:

clause 8.7.4 "A Member shall be entitled to attend and vote 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."

The ACNC recommends the charity:

- advise or consult with members on the reasons for the postponement
- document the reason why the meeting did not occur or could not occur digitally
- use alternative ways to communicate the information that it would have provided at that meeting to members
- schedule a future date for the meeting (even if this has to be amended again later).

The ASA Board has considered various options such as holding a virtual or a hybrid AGM, but could not organise the meeting due to COVID-19 restrictions and resource constraints. The ASA has over 2,000 members and as per the ASA constitution the quorum of 200 members shall be present in person (as per clause 9.5.1).

Attached with this letter for members consideration:

1. Marked Proxy form (to members residing outside Greater Sydney)
2. Notice of 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 11-Apr-2021
3. 30-June-2021 Financial Report of the ASA Ltd, ABN 96 150 419 027 and auditor's report
4. 30-June-2021 Financial Report of the ASA Charitable Trust, ABN 84 164 885 276 and auditor's report
5. Proposed Budget for year 2022
6. Proposed resolutions/special resolutions (to be considered only if AGM is held in person)
7. ASA Chairperson and directors' reports
8. ASA Proxy Form 2022
9. Election of Directors information (List of valid candidates and Suitability statements)

In the event the Election or AGM could not be held due the extended COVID-19 restrictions, the ASA Board will make alternative arrangements and notify the members accordingly. The Board is requesting members to submit any questions related to the Election and AGM via email to agm2021@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**

Pritpal Tiwana

Pritpal Singh Tiwana
Company Secretary
Dated: 23-Jan-2022

How to access Election/AGM information *

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

Option 2: Scan QR code from phone camera



Option 3: Send email at agm2021@asaltd.org.au to request print copies. You must provide photo ID and membership number.

*ASA saved over \$8000 by utilising the online medium to circulate related reports/information to the members