

10 March 2021

COVENANT EVANGELICAL FREE CHURCH
ACKCENTRE
2 KALLANG AVENUE, #10-26
CT HUB, SINGAPORE 339407
TEL +65 6892 6811
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Dear Covenanter,

NOTICE OF ANNUAL GENERAL MEETING 2020 27 March 2021 Saturday at 9.00am, Online via Zoom Webinar

In light of the COVID-19 situation and safe distancing measures, our Annual General Meeting (“AGM”) this year will be a virtual AGM conducted online using the Zoom Webinar video-conferencing platform.

This is in line with the COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Registered Societies) Order 2020 (“Alternative Arrangements Order”) made on 27 April 2020 by the Minister for Law (extended and refined on 29 September 2020) which provides, among others, that a general meeting of a registered society may be convened, held or conducted, whether wholly or partly, by electronic means.

The following documents are enclosed for your attention or click <https://www.cefc.org.sg/agm-2021>

1. Notice of Annual General Meeting 2021
2. AGM Agenda
3. Annex A: Submitting Questions regarding Resolutions
4. Annex B: Online Proxy Form to Vote for Resolutions
5. Annex C: Pre-Registration Form to Join AGM Zoom Webinar
6. Annex D: Instructions for Joining AGM Zoom Webinar
7. Annex E: Frequently Asked Questions (FAQ)

Similar to the procedures for AGM 2020, voting for all resolutions will be done before the AGM itself. **As such, there are special requirements for us to take note, including 3 important deadlines:**

SUBMITTING QUESTIONS REGARDING RESOLUTIONS

To be submitted before 9.00am, Saturday, 20 March 2021

Please see Annex A for more details on this.

ONLINE PROXY FORM TO VOTE FOR RESOLUTIONS

To be submitted before 9.00am, Thursday, 25 March 2021

Please see Annex B for more details on this.

PRE-REGISTRATION FORM TO JOIN AGM ZOOM WEBINAR

To be submitted before 9.00am, Thursday, 25 March 2021

Please see Annex C for more details on this.

The Quorum for this AGM will be made up of the number of members who have submitted their online Proxy Forms (indicating their votes) and those who are present electronically by joining AGM Zoom Webinar.

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As the AGM is a time to discuss church family matters, we encourage every registered member of our Covenant family to attend this virtual AGM. Instructions on how to participate in AGM Zoom Webinar are provided in the attachments.

Your participation is important, and we look forward to seeing you at the AGM!

On behalf of the Church Board,



Irwin See
Board Secretary

<https://www.cefc.org.sg/agm-2021>

NOTICE OF ANNUAL GENERAL MEETING 2021 COVENANT EVANGELICAL FREE CHURCH

NOTICE IS HEREBY GIVEN that the Annual General Meeting of Covenant Evangelical Free Church will be held online via Zoom Webinar, on 27 March 2021, Saturday at 9.00am for the purpose of considering, and, if thought fit, passing the following resolutions with or without modification:-

BY ORDINARY RESOLUTIONS:

RESOLUTION 1

To resolve and adopt the minutes of AGM 2020

RESOLUTION 2

That the following persons be elected as Board Members:

- 2.1 Standing for re-election as Board Members:
 - a. Lim Kah Hock, Patrick (Deacon, Elder-Designate)
 - b. Chan Mun Bin (Deacon)
 - c. James Gary A.K. Satchy (Deacon)
 - d. See Weng Keong, Irwin (Deacon)
- 2.2 Standing for election as Secretary:
 - a. Siew Sook Ling, Mavis (Deaconess)
- 2.3 Standing for re-election as Treasurer:
 - a. Tan Meng Sia, Nelson (Deacon)
- 2.4 Standing for election as new Board Members:
 - a. Guok Suan Choo (Deaconess)
 - b. Lo Tuck Seng, Jeremiah (Deacon)
 - c. Yeo Chee Kiong, Patrick (Deacon)

RESOLUTION 3

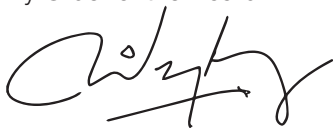
To approve the Audited Accounts 2020

RESOLUTION 4

To re-appoint M/s Baker Tilly TFW LLP as Auditors of the Church for 2021 and to authorize the Board to fix their remuneration.

Any Other Business

By Order of the Board



Irwin See
Board Secretary
10 March 2021

2021 AGM AGENDA

- **Chairman's Address**
- **Senior Pastors' Address**
- **Adoption of Minutes of 2020 AGM**
- **Election of Board Members**
- **Update on IDMC Missions 2020**
- **Property Journey Update**
- **Approval of 2020 Audited Accounts**
- **Appointment of Auditors**
- **Presentation of 2021 Budget**
- **Any Other Business**
- **Closing Prayer**

SUBMITTING QUESTIONS REGARDING RESOLUTIONS

As there will be no voting during the virtual AGM itself, all questions pertaining to the resolutions should be submitted beforehand so that the Board can address substantive questions before the proxy voting deadline. However, at the AGM itself, we will still conduct an informal Q&A under AOB.

All questions have to be submitted to the Board Secretary via email to honsec@cefc.org.sg. When emailing your questions, please provide your full name, mobile number, and email address corresponding to your Voyager account.

The AGM panel will endeavor to address all substantial and relevant questions from members, either by 12pm Wednesday, 24 March 2021 (in Voyager) or during the AGM.

To be submitted before 9.00am, Saturday, 20 March 2021

ONLINE PROXY FORM TO VOTE FOR RESOLUTIONS

A member must appoint the Chairman of the AGM as his or her proxy to attend, speak and vote on his or her behalf at the virtual AGM, if such member wishes to vote. This will be done using an online Proxy Form system where members can notify the Board Secretary of their voting decisions. This is required even when a member attends the AGM Zoom Webinar on 27 March itself.

Please click <https://proxy.cefc.org.sg/> for the link to the Online Proxy Form.

Links to the Annual Report, Minutes of AGM 2020, and Biographies of Board Members standing for Election & Re-Election are included in the online Proxy Form.

Your Online Proxy Form submission will be routed to the Board Secretary at honsec@cefc.org.sg and you will receive an email of acknowledgement.

The Quorum for this AGM will be made up of the number of members who have submitted their online Proxy Forms (indicating their votes) and those who are present electronically by joining AGM Zoom Webinar.

To be submitted before 9.00am, Thursday, 25 March 2021

PRE-REGISTRATION FORM TO JOIN AGM ZOOM WEBINAR

Only constitutional members of Covenant EFC will be granted access to join the AGM Zoom Webinar. Therefore, please ensure that the details filled up in the Pre-Registration Form are identical with your Voyager Account details to enable us to verify your status as constitutional members.

Please click <http://cefc.ch/registeragm2021> for the link to the Pre-Registration Form.

You will receive an email approval which will include the Zoom Webinar ID, Password and a "Click Here to Join" link which is unique and tied to your membership ID. It permits only one person to log in with one device to observe and listen to the AGM proceedings.

Please do not circulate or share this information with others. Do check your spam/junk email folder in case the email gets routed here.

The Quorum for this AGM will be made up of the number of members who have submitted their online Proxy Forms (indicating their votes) and those who are present electronically by joining AGM Zoom Webinar.

To be submitted before 9.00am, Thursday, 25 March 2021

INSTRUCTIONS FOR JOINING THE VIRTUAL AGM

On the day of the AGM, Saturday, 27 March 2021:

- Refer to "CEFC Virtual AGM Admin" email approval sent to you which include Zoom "Click Here To Join" and the password.
- Do sign in to Zoom 30 minutes before the AGM commences (i.e. from 8.30am) as we will need time to verify members' identities before admitting members to AGM Zoom Webinar.
- When signing in, please use your full name as per your Voyager account for your profile name.
- Access to AGM Zoom Webinar will be locked 30 minutes after the AGM commences (i.e. at 9.30am) for security purposes.
- We ask for your patience and understanding in the event of technical issues.

FREQUENTLY ASKED QUESTIONS (FAQ)

1. Am I able to ask questions relating to the AGM or resolutions?

Members may submit their questions related to the resolutions to the Board Secretary at honsec@cefc.org.sg before 9.00am, Saturday, 20 March 2021. (See *Annex A above*)

2. Can I vote on the resolutions during the AGM, rather than before the AGM?

You will not be able to vote on the resolutions during the AGM. Please vote before the AGM using the Online Proxy Form. (See *Annex B above*)

3. Can I appoint someone else to be my proxy instead of the Chairman of the AGM?

You will not be able to appoint anyone else to be your proxy except the Chairman of the AGM, as stipulated by the legislative provisions for conducting a virtual AGM. But you will be able to indicate on the online Proxy Form how you would like to vote for each of the resolutions. (See *Annex B above*)

4. What if I am unable to attend the virtual AGM on 27 March itself?

You are still encouraged to submit the online Proxy Form indicating your votes for the resolutions as this is your constitutional right as a member of Covenant EFC. We also hope you can join the virtual AGM to listen to the various updates of what the Lord is doing in and through Covenant EFC as part of our spiritual family.

Under the legislative provisions for the conduct of virtual AGMs, the Quorum for this AGM will be made up of the number of members who have submitted their online Proxy Forms (indicating their votes) and those who are present electronically by joining AGM Zoom Webinar.

5. Do I need to submit the Online Proxy Form if I am planning to attend AGM Zoom Webinar?

Yes, you still need to submit an Online Proxy Form at least 48 hours before the AGM commences. This is because there will not be voting during the virtual AGM. You are strongly encouraged as a constitutional member to submit the online Proxy Form with specific instructions to the Chairman on how you would like to vote with regard to the resolutions. (See *Annex B above*)

6. Can I login to the virtual AGM using only one Zoom account even though I may be attending the virtual AGM with my spouse or family who are also members?

While you can join the virtual AGM by logging in using one account on one device, we would strongly encourage each member to separately log in with your unique link provided. This is because the log in of each attendee will be counted towards the Quorum for the AGM.

7. How would I be able to find out if there are any changes to the AGM?

Covenant EFC will inform members via email and/or SMS for any updates. In view of the evolving COVID-19 situation, members are encouraged to refer to their email and/or SMS for latest updates on the AGM arrangements.

Alternatively, you may also refer to <https://www.cefc.org.sg/agm-2021>

8. Who can I write to if I encounter issues or wish to seek clarification?

Please email all enquiries to membership@cefc.org.sg

9. Key Dates & Action Items

KEY DATES	TIME	ACTION ITEMS
Saturday, 20 March 2021	9.00am	Submitting Questions regarding Resolutions to honsec@cefc.org.sg
Thursday, 25 March 2021	9.00am	Members to submit Online Proxy Forms for Voting https://proxy.cefc.org.sg/
Thursday, 25 March 2021	9.00am	Members to submit Pre-Registration Form for AGM Zoom Webinar http://cefc.ch/registeragm2021
Friday, 26 March 2021	3.00pm	Members to receive email to attend AGM Zoom Webinar with unique Link, Password & Login Instructions
Saturday, 27 March 2021	8.30am Members to log in at least 30 minutes before the start of the meeting	AGM Zoom Webinar starts at 9.00am Webinar will be locked at 9.30am for security purposes

2021年3月10日

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亲爱的圣约播道会会友

2021年常年会友大会通告

2021年3月27日（星期六）上午9.00时正，通过Zoom在线研讨会举行

鉴于 COVID-19 的情况和安全距离措施，我们今年的常年会友大会（「AGM」）将为使用Zoom视频会议平台在线进行的虚拟AGM。

这符合律政部于2020年4月27日颁布的COVID-19（临时措施）（注册社团替代会议安排）2020年法案（「替代安排法案」）（于2020年9月29日延长和细化），其中规定，注册社团的常年大会可以全部或部分以电子方式召开，举办或举行。

随函附上以下文件或单击<https://www.cefc.org.sg/agm-2021>

1. 2021年常年会友大会通告
2. AGM议程
3. 附件A: 提交有关决议案的问题
4. 附件B: 在线代表表决决议表
5. 附件C: 参加AGM Zoom在线研讨会的预登记表
6. 附件D: 参加AGM Zoom在线研讨会的说明
7. 附件E: 常见问题（FAQ）

与2020年AGM的程序相似，所有决议案的投票都将在AGM大会之前完成。**因此，我们需要注意一些特殊要求，包括3个重要的最后期限：**

提交有关决议案的问题

定于2021年3月20日（星期六）上午9.00时正之前提交

有关此项的更多详细信息，请参阅附件 A。

在线代表表决决议表

定于2021年3月25日（星期四）上午9.00时正之前提交

有关此项的更多详细信息，请参阅附件 B。

参加AGM Zoom在线研讨会的预登记表

定于2021年3月25日（星期四）上午9.00时正之前提交

有关此项的更多详细信息，请参阅附件 C

本AGM的法定人数将由已提交其「在线代表表格」（表明其投票）的会友人数和通过加入AGM Zoom在线研讨会以电子方式出席的会友人数组成。

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AGM旨在商讨教会家庭事宜，故此我们鼓励每一位圣约家庭的注册会友出席此虚拟AGM。附件中提供了有关如何参加AGM Zoom在线研讨会的说明。

您的参与尤为重要，我们期待在AGM中见到您！

谨代表教会长执会



Irwin See
长执会秘书长

<https://www.cefc.org.sg/agm-2021>

2021年常年会友大会通告圣约播道会

兹通告圣约播道会谨订于2021年3月27日（星期六）上午9.00时正，通过Zoom在线研讨会举行常年会友大会，以考虑并酌情通过所载之各项决议案（不论有否修订）：

普通决议：

第1项决议

决议通过2020年度AGM会议纪要

第2项决议

动议下列人士当选为长老和/或长执会成员：

2.1 竞选连任的长执会成员：

- a. Lim Kah Hock, Patrick（执事、候任长老）
- b. Chan Mun Bin（执事）
- c. James Gary A.K. Satchy（执事）
- d. See Weng Keong, Irwin（执事）

2.2 竞选担任秘书长：

- a. Siew Sook Ling, Mavis（女执事）

2.3 竞选连任的财政：

- a. Tan Meng Sia, Nelson（执事）

2.4 竞选成为新长执会成员：

- a. Guok Suan Choo（女执事）
- b. Lo Tuck Seng, Jeremiah（执事）
- c. Yeo Chee Kiong, Patrick（执事）

第3项决议

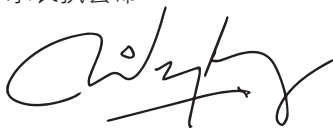
批准经审计的2020年度财务报表

第4项决议

续聘M/s Baker Tilly TFW LLP为教会2021年度审计师并授权教会长执会厘定其酬金。

其他事项

承长执会命



Irwin See
长执会秘书长
2021年3月10日

2021年AGM议程

- **主席致词**
- **主任牧师致词**
- **通过2020年度AGM会议纪要**
- **选举长执会成员**
- **2020年IDMC宣教事工报告及计划**
- **置业进展情况**
- **批准经审计之2020年度财务报表**
- **任命审计师**
- **提呈2021年财政预算案**
- **其他事项**
- **结束祷告**

附件A: 提交有关决议案的问题

由于法定条文及我们的章程均不允许于虚拟AGM进行电子投票，因此与决议案有关的所有问题均应事先提交，以便长执会可于代理投票截止日期前处理实质性问题。然而，在AGM上，我们仍将在其他事项下进行非正式问答。

所有问题都必须通过电邮提交秘书长至honsel@cefc.org.sg。当您通过电子邮件发送问题时，请提供与Voyager（航行者）帐户对应的全名、手机号码和电子邮件地址。

AGM小组将尽力于2021年3月20日（星期六）中午12.00时正（在航行者上）或AGM上解答会友提出的所有实质性和相关问题。

定于2021年3月20日（星期六）上午9.00时正之前提交

附件B: 在线代表表决决议表

会友如希望投票，必须委任AGM主席为其代表出席虚拟AGM、发言及投票。这将通过「在线代表表格」系统完成，会友可将其投票决定通知秘书长。即使会友于3月27日参加AGM Zoom在线研讨会，也需要这样做。

请单击<https://proxy.cefc.org.sg>获取指向「在线代表表格」的链接。

有关年报、2020年度AGM会议纪要，以及参选和重选的长执会成员简历的链接载于「在线代表表格」。

您在网上提交的「在线代表表格」将发送至长执会秘书处honsel@cefc.org.sg，您将收到一封确认电子邮件。

本AGM的法定人数将由已提交其「在线代表表格」（表明其投票）的会友人数和通过加入AGM Zoom在线研讨会以电子方式出席的会友人数组成。

定于2021年3月25日（星期四）上午9.00时正之前提交

附件C：参加AGM Zoom在线研讨会的预登记表

只有圣约播道会的合法会友才能参加AGM Zoom在线研讨会。因此，请确保「预登记表」中填写的详细信息与您的Voyager（航行者）帐户详细信息相同，以便我们验证您作为合法会友的身份。

请单击<http://cefc.ch/registeragm2021>获取指向「预登记表」的链接。

您将收到一封电子邮件批准，其中包括Zoom在线研讨会ID、密码和与您的会友ID绑定的独特“单击此处加入”链接。该链接仅允许一人使用一台设备登录，以观察和聆听AGM 程序。

请勿与他人分发或共享此信息。请检查您的垃圾信件/垃圾邮件文件夹，以防电子邮件被路由到此处。

本AGM的法定人数将由已提交其「在线代表表格」（表明其投票）的会友人数和通过加入AGM Zoom在线研讨会以电子方式出席的会友人数组成。

定于2021年3月25日（星期四）上午9.00时正之前提交

附件D：参加AGM Zoom在线研讨会的说明

2021年3月27日（星期六）AGM当天：

- 请参阅「圣约播道会虚拟AGM管理员」发送给您的电子邮件批准，其中包括Zoom“单击此处加入”链接和密码。
- 请在AGM召开前30分钟（即上午8.30时正开始）登录Zoom，因为我们需要时间验证会友的身份，然后才能让会友参加AGM Zoom在线研讨会。
- 登录时，请按照您的Voyager（航行者）帐户使用您的全名作为您的个人资料名称。
- 出于安全考虑，AGM Zoom在线研讨会将在AGM开始30分钟后（即上午9.30时正）加锁。
- 在出现技术问题时，我们要求您保持耐心和谅解。

附件E：常见问题 (FAQ)

1. 如果我想提出与AGM或决议案有关的问题，怎么办？

会友可于2021年3月20日（星期六）上午9.00时正之前将有关决议案的问题提交至秘书长 honsec@cefc.org.sg。 *（请参阅上文附件A）*

2. 我可以在AGM上（而非AGM之前）就决议案投票吗？

您将无法在AGM上对决议案进行投票，请在AGM前使用「在线代表表格」投票。 *（请参阅上文附件B）*

3. 我可以委任其他人作为我的代表而不是AGM的主席吗？

根据举行虚拟 AGM 的法定条文，除AGM 主席外，您不能委任其他人作为您的代表。但是，您将能够在「在线代表表格」上注明您希望如何为每项决议投票。 *（请参阅上文附件B）*

4. 如果我未能出席3月27日的虚拟AGM，怎么办？

我们仍然鼓励您提交「在线代表表格」，表明您对决议案的投票，因为这是您作为圣约播道会会友的合法权利。作为我们属灵家庭的一份子，我们也希望您能参加虚拟AGM，聆听上帝在和通过圣约播道会所做的各种工作的最新情况。

根据关于举行虚拟AGM的新法定条文，本AGM的法定人数将由已提交其「在线代表表格」（表明其投票）的会友人数和通过加入AGM Zoom在线研讨会以电子方式出席的会友人数组成。

5. 如果我计划参加AGM Zoom在线研讨会，是否需要提交「在线代表表格」？

是的，您仍需要在AGM开始前至少48小时提交「在线代表表格」。这是因为在虚拟AGM上不会进行电子投票。作为合法会友，我们强烈鼓励您提交「在线代表表格」，并具体指示主席您希望如何就决议案投票。 *（请参阅上文附件B）*

6. 我是否可以仅使用一个Zoom帐户登录虚拟AGM，即使我可能与同为会友的配偶或家人一起参加虚拟AGM？

虽然您可以通过在一台设备上使用一个帐户登录加入虚拟AGM，但我们强烈鼓励每个会友使用为您提供的独特链接单独登录。这是因为每个与会者的登录将计入AGM的法定人数。

7. 我如何知道AGM有否任何变动？

圣约播道会将通过电子邮件和/或短信（SMS）通知会友任何更新。鉴于COVID-19的情况不断变化，我们鼓励会友查阅其电子邮件和/或短信（SMS），以获取有关AGM安排的最新信息。

或者，您也可以参阅<https://www.cefc.org.sg/agm-2021>

8. 如果遇到问题或希望寻求澄清，我可以写信给谁？

请电邮至 membership@cefc.org.sg

9. 重要日期和行动项目

重要日期	时间	行动项目
2021年3月20日（星期六）	上午9.00时正	将有关决议案的问题提交至 honsec@cefc.org.sg
2021年3月25日（星期四）	上午9.00时正	会友提交「在线代表表格」（以进行投票） https://proxy.cefc.org.sg/
2021年3月25日（星期四）	上午9.00时正	会友提交AGM Zoom在线研讨会的「预登记表格」 http://cefc.ch/registeragm2021
2021年3月26日（星期五）	下午3.00时正	会友收到电子邮件，参加具有独特链接、密码和登录说明的AGM Zoom在线研讨会
2021年3月27日（星期六）	上午8.30时正 会友在会议开始前至少30分钟登录。	AGM Zoom在线研讨会于上午9.00时正开始 出于安全考虑，在线研讨会将于上午9.30时正加锁。