



**THE INSTITUTION OF FIRE ENGINEERS (UK)**  
SINGAPORE BRANCH

03 August 2020

Dear Esteemed Members,

**NOTICE OF 46<sup>th</sup> ANNUAL GENERAL MEETING**

1. The Institution of Fire Engineers (UK), Singapore Branch will be holding its 46<sup>th</sup> Annual General Meeting (AGM) on Friday, 28 August 2020 at 6.30 pm at Cluny, Dalvey & Evans, level 2 of NUSS Kent Ridge Guild House, 9 Kent Ridge Drive, Singapore 119241.
2. Enclosed are the documents for the AGM.
  - a. Notice and Agenda of the 46<sup>th</sup> Annual General Meeting
  - b. Minutes of the 45<sup>th</sup> Annual General Meeting held on 22 March 2019
  - c. Annual Report of the Management Council ending 29 February 2020
  - d. Audited Statement of Accounts for the period 1 January 2019 to 31 December 2019
  - e. Nomination forms to nominate members to the Management Council. (These forms must be returned to the Hon. Secretary for election by the end of the working day on 14 August 2020, if you are nominating members to the Council.)
  - f. 46<sup>th</sup> Annual General Meeting Program and Reply Form
  - g. Proposed IFE(S) Constitution 2020
  - h. Proposed IFE(S) Constitution 2020 (The Amendments)
3. The AGM will commence at 6.30 pm, and to end at 8.00 pm.
4. Please confirm your attendance by 21 August 2020 by completing and returning the registration form or by scanning the QR code. Please note that on-site participants are limited to 50 in accordance with Covid-19 requirements and on a first-come basis.
5. We look forward to seeing you at the AGM on Friday, 28 August 2020, at 6.30 pm.



Yours sincerely,

Mr Cheong Yew Dong AIFireE  
Honorary Secretary  
The Institution of Fire Engineers (UK)  
Singapore Branch



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**18 Sin Ming Lane #06-01, Midview City, Singapore 573960**

Tel: 6338 9274; Fax: 6481 4066; Email: [admin@ife.org.sg](mailto:admin@ife.org.sg); Website: [www.ife.org.sg](http://www.ife.org.sg)

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SINGAPORE BRANCH

**NOTICE OF 46<sup>th</sup> ANNUAL GENERAL MEETING**

03 August 2020

Dear Esteemed Members,

Notice is hereby given that the 46<sup>th</sup> Annual General Meeting of the Institution of Fire Engineers (UK), Singapore Branch will be held on Friday, 28 August 2020 at Cluny, Dalvey & Evans, level 2 of NUSS Kent Ridge Guild House, 9 Kent Ridge Drive, Singapore 119241 at 6.30 pm to conduct the following businesses: -

**AGENDA**

1. President's Address.
2. To confirm the minutes of the 45<sup>th</sup> Annual General Meeting held on 22 March 2019.
3. To approve the Council's Annual Report for the year ending 29 February 2020.
4. To approve the Council's audited Statement of Accounts for the year ending 31 December 2019.
5. To vote for four (4) motions as stated below:
  - a. To amend constitution and change name to "Institution of Fire Engineers, Singapore".
  - b. To amend constitution to include Honorary Patron and its definition.
  - c. To amend constitution to include Honorary Legal Advisor and its definition.
  - d. To amend constitution to include sending of notice via electronic means.
6. To appoint three (3) scrutineers to scrutinize the election ballot papers.
7. To elect nine (9) members to the Management Council for the term 2020 – 2022.
8. To appoint two (2) internal auditors for the term 2020 – 2022.
9. To transact any other business of which seven (7) clear days' notice in writing has been given to the Honorary Secretary.

Yours sincerely,

Mr Cheong Yew Dong AIFireE  
Honorary Secretary  
The Institution of Fire Engineers (UK)  
Singapore Branch



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