

Assalamu'alaikum Wr. Wb.

Dear Valued Member

May you receive this letter in the highest spirit of *Iman* and *Taqwa*.

Muslim Converts' Association of Singapore (MCAS) will hold its 45th Annual General Meeting (AGM) on **Saturday, 15 March 2025 at 2.00 pm** at The Galaxy, 32 Onan Road, Singapore 424484.

AGENDA

- (1) Confirmation of minutes of the previous AGM held on 17 March 2024.
- (2) Presentation of Annual Report for the year ending 31 December 2024.
- (3) Presentation of Management and Financial Statements for year ended 31 December 2024.
- (4) Proposed Amendments to the Association's Constitution. The Commissioner of Charities has no objections to the proposed amendments to the Constitution. (You may download a copy of the Proposed Amendments at www.mcas.sg/agm or by scanning the QR code shown at the side of this paragraph).
- (5) Any other matters raised by Members (see paragraph below).



Members with valid membership may raise any issue, question or matter to be included in the Agenda for discussion at the AGM. Please submit by email to agm@mcas.sg and address it to the Vice President of Corporate Affairs Division by **1.00 pm on Wednesday, 12 February 2025.**

DOCUMENTS FOR AGM

The Annual Report and the Management and Financial Statements for year ending 31 December 2024 will be ready by **28 February 2025.** You can view or download the documents for AGM from our website address www.mcas.sg/agm.

VOTING ELIGIBILITY

Only Life and Ordinary Members with valid memberships are eligible to vote at the AGM. The upper right-hand corner of this message displays your present membership type and status. With reference to our earlier letter to you dated **18 November 2024**, valid membership refers to members who have renewed their membership last year. If your membership has expired, please renew it by **15 February 2025** as provided under Clause 4(h) of the Association's Constitution which states, "*Membership shall lapse at end of each calendar year unless renewed by the 15th February of the following year, failing which the member concerned shall automatically cease to be a member.*" Kindly note that your application for renewal will be subjected to approval hence, we advised that members renew their membership early.

You can renew your membership in the following ways:

- (1) Visit www.mcas.sg/join-us and complete the online membership application form and online payment of the membership fees, OR
- (2) Complete and sign the membership application form downloadable at www.mcas.sg/join-us and post it together with your cheque made payable to “**Muslim Converts’ Association of Singapore**”. Do not send cash, OR
- (3) You may come personally to the English Islamic Bookshop located at the Association for the renewal and payment. We are open from Monday to Saturday between 9.30 am to 5.00 pm and Sunday between 9.30 am to 1.00 pm. We are closed on Public Holidays. Please refer to our website for any changes in the Bookshop operational hours.

INSTRUMENT OF PROXY

An Ordinary or Life member who is entitled to vote may appoint another member with valid membership to be his/her proxy. No Ordinary or Life member shall hold more than one proxy at the AGM. You may download a copy of the Instrument of Proxy at www.mcas.sg/aggm or by scanning the QR code shown at the side of this paragraph. The member will not be eligible to vote unless the Instrument of Proxy signed by the Ordinary or Life Member has been deposited with the Corporate Affairs Division, by the following means:

- (1) By **Post** to MCAS at 32 Onan Road Singapore 424484, OR
- (2) By **E-mail** to aggm@mcas.sg, OR
- (3) By **Hand**, by dropping into the MCAS Galaxy Building mailbox located at the carpark, OR
- (4) By **Hand**, at the office of Corporate Affairs Division at Level 2, 32 Onan Road Singapore 424484, between 10 am to 5 pm on Mondays to Saturdays.

We will not accept any Proxy Form deposited to us other than the abovementioned modes.

Please note that the Instrument of Proxy must be submitted by **Tuesday, 11 March 2025 by 5 pm**. Corporate Affairs Division requires at least 3 working days before the day of the AGM for verification of the Instrument of Proxy.

We greatly value your attendance and appreciate your punctuality for the upcoming AGM. Please bring along your Membership Card or NRIC for membership verification.

May Allah guide us along the righteous path and give us strength in serving His cause, *Insha Allah*.

Wassalam

Yours in Islam



MUHAMMAD JA'AFAR KAREEM LAKSMANA
VICE PRESIDENT
CORPORATE AFFAIRS