

25 April 2024

To all PrimeTime members

NOTICE OF ANNUAL GENERAL MEETING 2024

1. Notice is hereby given that the above meeting will be held as follows:
 - Date: Thursday, 9 May 2024
 - Time: 7.00pm to 9:00pm (Registration commences at 6:30pm)
 - Venue: The Great Room Afro-Asia, 63 Robinson Road, Afro-Asia Level 8, Singapore 068894
2. The Agenda for the Annual General Meeting (AGM) is as follows:
 - a. To receive and adopt the minutes of the last AGM held on 13 April 2023
 - b. To receive the President's Report including Annual Report of the Board for 2023/2024
 - c. To pass the audited Financial Statements for the year ended 31 December 2023
 - d. To re-appoint Messrs. Edwin Tay & Co as Auditors for the following term 2024/2025.
 - e. To elect the members for the 2024/2025 Executive Board
 - f. To discuss Any Other Business
 - g. Volunteer Recognition
3. **Please note that the AGM will be held in person this year.** It will not be possible to attend the AGM virtually or remotely. The meeting proceedings will not be live streamed or broadcasted.
4. To view or download reports, forms or other documents related to the AGM, please go to <https://primetime.org.sg/annual-general-meeting>

By Order of the PrimeTime Board of Directors

Danielle Bateman

Honorary Secretary

PrimeTime Business and Professional Women's Association