



**34TH ANNUAL GENERAL MEETING
BOOKLET**

**Notice of the Annual General Meeting (AGM) of
Industrial & Services Co-operative Society Limited (ISCOS)**

Registered Office: 237, Alexandra Road, #04-03/19, Singapore 159929

Notice is hereby given that the 34th Annual General Meeting of ISCOS ('the Co-op') will be held on **Friday, 24 May 2024, 7.30pm at Devan Nair Institute (80 Jurong East Street 21 Singapore 609607)** to transact the following business:

AGENDA

1. To receive and if approved, to adopt the Standing Orders for the 34th Annual General Meeting.
2. Address by Chairman, ISCOS Board of Directors.
3. To confirm the Minutes of the 33rd Annual General Meeting held on 09 June 2023.
4. To receive the Report of the Board of Directors for the year ended 31 December 2023.
5. To receive and if approved, to adopt the Audited Financial Statements and Auditor's Report for the financial year ended 31 December 2023.
6. To receive and if approved, to adopt the Annual Report for the financial year ended 31 December 2023.
7. To approve the Appointment of External Auditor for the year 2024.
8. To elect/re-elect members to the Board of Directors for two years.
9. To consider any other business of which at least three (3) days' notice in writing has been given.

The full version of this Notice and registration to attend the AGM has been made available on the Co-operative's website. It may be accessed electronically at <http://www.iscos.org.sg/agm2024>.



By Order of the Board of Directors

Yeo Tiong Eng
Honorary Secretary

Important Notes

For more information on how the Annual General Meeting will be conducted, and to retrieve the soft copies of the AGM Pack, including the version of this Notice, ISCOS Annual Report 2023, Financial Statement 2023, and other related materials, please visit <http://www.iscos.org.sg/agm2024>.

AGENDA 1

34th ANNUAL GENERAL MEETING

STANDING ORDERS

TO BE OBSERVED AT ANNUAL GENERAL MEETING

1. The mover of Motion or Amendment shall be allowed only five minutes (except with the approval of the Chairman) in which to state his/her case. Only the mover of the motion shall have the right to reply at the end of the discussion, five minutes being allowed and he/she shall confine himself/herself to answering the previous speaker and shall not introduce any new matter into the debate after the question shall be put.
2. A member who speaks shall address the Chair and confine his/her speech to the subject under discussion.
3. No member shall address the meeting more than once on the same subject matter, except with the approval of the Chairman.
4. The Chairman may call on continued irrelevance, repetition, unbecoming language, or any breach of order on the part of a member and may direct such member to discontinue his/her speech.
5. With the permission of the Chairman, a member whether he/she has spoken or not, may rise to a point of order or in explanation of some material point in his/her speech if he/she thinks it has been misunderstood.
6. The ruling of the Chairman upon all questions or order or matters in debate shall be final and shall not be opened for discussion.
7. Whenever the Chairman speaks during a debate, any member speaking or attempting to speak must resume his/her seat, failing which the member shall be suspended from taking any part in the business before the meeting.
8. A motion of adjournment shall take precedence of any other motion of amendment and may be discussed, but the discussion upon it must be solely confined to the reasons for or against the adjournment.

AGENDA 3

MINUTES OF ISCOS 33rd ANNUAL GENERAL MEETING (AGM) HELD ON FRIDAY, 9 JUNE 2023 AT 1930 HOURS AT LECTURE THEATRE LEVEL 2, LIFELONG LEARNING INSTITUTE

Present:

68 Members

1. There being a quorum, the meeting commenced at 1930 hours with Ms Tan Poh Hong in the chair.

TO ADOPT STANDING ORDERS FOR 33RD ANNUAL GENERAL MEETING

1. Mr Tan Wee Teck, Executive Director of ISCOS, informed that he would assume the role of Honorary Secretary during the meeting. He explained the rationale for the Standing Orders, which was to provide for an orderly and fruitful conduct of this AGM. As there were no queries on the Standing Orders, the members approved the adoption of the Standing Orders as proposed by Mr Subin Ashton and seconded by Mr Selvarajan Isaac s/o Shadrak.

OPENING ADDRESS BY CHAIRMAN

2. Ms Tan Poh Hong addressed the members and declared the AGM open. Her speech extracted as below:

Members

Trustees and Directors of ISCOS

Ladies and Gentlemen

Good evening and welcome to ISCOS' 33rd Annual General Meeting! First, let me thank all of you for taking the time to join us today in person.

With the easing of pandemic-related measures in 2022, the resumption of in-person meetings gave us an opportunity to rebuild connections and restore the human touch in our interactions. This is important to sustain our dedication to support all ISCOS members, both from our office in Alexandra Road and the newly set up satellite office at Selarang Halfway House this year. In a bid to broaden the members' career opportunities and help realise their business aspirations, we also piloted the Entrepreneurship Programme to support those who are keen in building their own businesses.

As the only co-operative for ex-offenders in Singapore, our aim is to support every member that's present today in achieving stability, building new friendships and support systems, and contributing positively to society. The efforts are amplified by our partnerships with stakeholders and long-standing partners like the Singapore Prison Service.

Through initiatives such as the live sharing, facilitation of support group and the recent in-care projects, our Titans continue to inspire the people they meet to pursue meaningful lives. Well done, Titans!

I would like to highlight one of the ISCOS Titans, Sufian who has been with us for the past three years. With a passion to support and inspire others, Sufian took time off his busy schedule to help facilitate the monthly ISCOS Support Group and was part of the Desistance Project in prison to

engage inmates with gang-related background to break away from the affiliation. As a result, he had the opportunity to speak with inmates and ex-offenders with similar experiences, using his story to show that with the right attitude, mindset and determination, it is possible to change for the better.

Sufian's willingness to serve others is something we all can emulate. Read more about his story in our latest Annual Report available on ISCOS website!

To all our members, ISCOS will focus on creating in-depth engagements and adding value to your lives as you reintegrate into the community. Looking at the bigger picture, we are committed to the long-term goal of reducing recidivism rates, which can only be achieved through the collective efforts of the CARE Network, sponsors, volunteers, partners, and stakeholders.

On behalf of the ISCOS Board of Directors, I would like to thank the ISCOS Board of Trustees for your guidance, my fellow directors and the ISCOS team for your passion and dedication.

Together, let's work towards a more inclusive and gracious society. Thank you.

To confirm the Minutes of the 32nd Annual General Meeting held on 27 May 2022.

3. As there were no queries on the minutes, the minutes of the AGM held on 27 May 2022 were confirmed without any amendment, as proposed by Mr M Azahari and seconded by Mr Zulkhairee Bin Udik.

TO RECEIVE THE REPORT OF THE BOARD OF DIRECTORS FOR THE YEAR ENDED 31 DECEMBER 2022

4. Mr Tan Wee Teck said that the Board of ISCOS records its appreciation to individuals and corporations who had worked with us in the year 2022 and looked forward to their continued support. The Board of Directors' Report was then adopted as proposed by Mr Raymond Pok and seconded by Mr Terrence Tan Chee Tiong.

TO RECEIVE AND IF APPROVED, TO ADOPT THE AUDITED FINANCIAL STATEMENTS AND AUDITOR'S REPORT FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2022

5. The salient points of the Auditor's Report and the Statement of Accounts for the financial year ended 31 December 2022 were presented by Mr Tan Wee Teck. He explained that ISCOS ended the year 2022 with a deficit of \$716,796. This was primarily due to a decrease in donations received compared to previous years. Additionally, ISCOS incurred losses on its investments due to marked-to-market adjustments.
6. Mr Tan Wee Teck said that the overall financial position of ISCOS remained healthy and it would still be able to run the planned programmes and services for its members. As there were no further queries raised, the statements and report were proposed by Mr Md Sufian B Md Noor and seconded by Mr Subin Aston.

TO RECEIVE AND IF APPROVED, TO ADOPT THE ANNUAL REPORT FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2022

7. Mr Tan Wee Teck said that the Annual Report was available on our ISCOS website, and it stated the purposes of the Co-operative and what it had done during the year to carry out those purposes. The report also contained the co-op's governance disclosures. As there were no queries raised, the Annual Report were proposed by Mr Terrence Pok and seconded by Ms Cheong Mei Ing Calisa.

TO APPROVE AND APPOINT THE EXTERNAL AUDITOR FOR THE FINANCIAL YEAR 2023

8. S B Tan Audit PAC were appointed as External Auditors for the financial year ended 31 December 2023 as proposed by Mr Iryan Bin Abdul Karim and seconded by Mr Zulkhairee Bin Udik.

TO APPROVE AND APPOINT THE INTERNAL AUDITOR

9. APTA Management was appointed to conduct the internal audit of the Co-operative for two years for Fy2023 - 2024 as proposed by Mr Murugason s/o Mutthiah and seconded by Ms Cheong Mei Ing Calisa.

TO CONSIDER ANY OTHER BUSINESS FOR WHICH AT LEAST 3 DAYS' NOTICE IN WRITING SHALL BE GIVEN TO HONORARY SECRETARY

10. Mr Tan reported that he had not received any notice in writing for discussion in the meeting.
11. As there were no other matters, the meeting ended at 2000 hours with a vote of thanks to the Vice-Chairman.

AGENDA 4

TO RECEIVE THE REPORT OF THE BOARD OF DIRECTORS FOR YEAR ENDED 31 DECEMBER 2023.

The Director's Report can be found on Pages 29 and 30 of the Annual Report. The Board of ISCOS recorded its appreciation to individuals and corporations who had worked with ISCOS in the year 2023 and looked forward to their continued support.

AGENDA 5

TO RECEIVE AND IF APPROVED, TO ADOPT THE AUDITED FINANCIAL STATEMENTS AND AUDITOR'S REPORT FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2023.

The key highlights of the Auditor's Report and the Statement of Accounts for the fiscal year ending 31 December 2023 can be found from page 31 onwards of the Annual Report, accessible on the ISCOS website.

AGENDA 6

TO RECEIVE AND IF APPROVED, TO ADOPT THE ANNUAL REPORT FOR THE FINANCIAL YEAR ENDED 31 DECEMBER 2023.

The Annual Report, which is available on the ISCOS website, outlines the purposes of the Co-operative and details its activities in the year 2023 aimed at fulfilling those purposes. Additionally, the report includes governance disclosures. You can access the report at <http://www.iscos.org.sg/agm2024>.

AGENDA 7

TO APPROVE AND APPOINT THE EXTERNAL AUDITOR FOR THE FINANCIAL YEAR 2024.

S B Tan Audit PAC to conduct the external audit of the Co-operative for FY2024.

AGENDA 8

TO ELECT MEMBER TO THE BOARD OF DIRECTORS FOR TWO YEARS.

S/N	Name	Designation in Co-op
1	Dr Natarajan Varaprasad	Member
2	Dr Jabez Koh Chiang Meng	Member

TO RE-ELECT MEMBER TO THE BOARD OF DIRECTORS FOR TWO YEARS.

S/N	Name	Designation in Co-op
3	Ms Judy Hunt	Member
4	Ms Sammi Lim Yanzi	Member

AGENDA 9

TO CONSIDER ANY OTHER BUSINESS OF WHICH AT LEAST THREE (3) DAYS' NOTICE IN WRITING HAS BEEN GIVEN.